

FACT SHEETS -TOWN LAKE STUDY

EXECUTIVE SUMMARY WATER QUALITY CONTROLS ALTERNATIVES STUDY

CITY OF AUSTIN, ENVIRONMENTAL AND CONSERVATION SERVICES DEPARTMENT
NOVEMBER, 1992

Nonpoint source pollution from stormwater runoff has degraded the water quality conditions in Town Lake and has impaired the use of this valuable natural resource of the City of Austin. Therefore, a need exists for a comprehensive restoration and protection plan which includes a variety of water pollution control alternatives that target the attainment of specific restoration goals as well as general objectives to protect lake water quality. This study provides a basic framework for implementation of this restoration and protection effort for Town Lake.

A Feasibility/Environmental Evaluation Study (the third report of the series) will be performed on the selected alternatives and the watershed pilot project; implementation is planned for Phase II of this Clean Lakes Project.

Priority Problems and Specific Goals. The six major water quality problems are listed below in order of priority along with the reduction goals set to address them. They are:

#	Problem	Goal
1)	Chlordane contamination of fish	Elimination of health advisory
2)	Algae Blooms	Reduce to 1 major bloom per year
3)	Toxics in Sediment	Reduce concentration by 50%
4)	Sedimentation	Reduce sediment load by 50%
5)	Trash and Debris	Reduce trash by 50 to 70%
6)	Oil and Grease	Reduce input load by 25%

General Protection Objectives. Three general objectives were set in addition to the specific goals to protect the long-term health and beneficial uses of Town Lake. Although these objectives are not tied to specific existing problems, they are particularly important since many nonpoint source problems are difficult to detect or project and since prevention measures are generally less expensive and less difficult to implement than clean-up and restoration measures. The general objectives are:

- Overall Reduction in Pollution;
- Improved Control of Spills and Accidental Contamination; and,
- Prevention of Future Pollution Problems.

Evaluation of Alternatives. The review and evaluation of the alternatives indicated that no single alternative could be used to attain the goals and objectives, collectively or individually. A comprehensive mix of the control measures evaluated in this study is required, including:

- Public Education;
- Regulatory Measures;

- Pollution Reduction Program;
- Spill Control Measures;
- Pollutant Removal Measures;
- Tributary Channel Source Controls; and,
- Intervention in the Lake.

Generally, the pollutant removal measures, such as wet ponds or sedimentation/filtration ponds, would be the most effective at reducing pollutants into the lake. However, the best structural and vegetative controls are very difficult to retrofit in highly urbanized watersheds such as Town Lake due to severe space limitations. In fact, in many instances, constraints imposed by available site characteristics - size and shape, geology and soils, elevation and slope - will be stronger factors in the selection of control measures than their potential effectiveness. Therefore, other concurrent measures, such as public education and regulatory actions, must also be used to meet the restoration goals. Also, the nature of the specific problem sometimes makes one type of control preferable over other effective measures, as is the case for tributary channel controls for reducing sediment load from channel erosion. Because each problem is significantly different with respect to pollutant source, magnitude, extent and treatability, different combinations of alternatives must be used to attain the goal associated with the major problems, as described below.

Chlordane Contamination of Fish Tissue. Since the manufacture and use of chlordane has been banned, the main source of contamination in Town Lake is accumulations in the lake bed sediments. Although dredging could be used to remove the contaminated sediment, it does not appear to be warranted since the very high flows of the December 1991 flood have scoured out much of the fine sediment to which the chlordane is primarily adsorbed. Removal by flood scour along with other factors, such as reduced pesticide inputs resulting from the ban; burial by uncontaminated sediment; reduced inputs as a result of other control measures (installed to address other problems); chemical breakdown of chlordane and population replacement of older contaminated fish, will allow elimination of the health advisory within several years without the major disruption of the lake that would occur with dredging.

Reduction in Major Algae Blooms. The nature of the eutrophication problem in Town Lake and the variety of nutrient sources makes this goal the most difficult to achieve. Because of the complexity of controlling eutrophication, several sub-goals were set toward achieving the main goal of having only one major algae bloom (when algal densities exceed 10,000 cells per ml) per year. The sub-goals are:

- Reduction of nutrient loads in stormwater from the urban watersheds by 30% for total phosphorus and 25% for total nitrogen;
- Reduction of nitrate concentrations in Barton Springs by 30%;
- Prevention of increases in nutrient loads from upstream reservoirs, Barton Creek and Barton Springs;
- Increases in flow through Town Lake from mid-October to mid-March when flows are below the natural level of low-flows that occurred prior to reservoir impoundment; and,
- Reduction in lake sedimentation by 50% (also the goal for the sedimentation problem).

Increasing flows through the lake by discharging more water from Lake Travis could reduce the algae bloom problem if minimum flows were maintained at a rate greater than 300 cfs. This rate is 50% higher than low flow rates that occurred in the river historically (1898 to 1940). A flow rate of 200 cfs through Town Lake would greatly reduce the conditions which are favorable to algae blooms, but would not eliminate the need to reduce nutrient and sediment loads from the urban watersheds and to prevent or decrease nutrient loads from other sources, particularly Barton Springs and Barton Creek.

Reducing nutrients from the urban watersheds is particularly difficult, since the best pollutant removal measures (wet ponds, stormwater wetlands, and vegetative filter strips) are very difficult to install in retrofit conditions. The urban watersheds would need to be retrofit to the maximum extent possible with these types of controls and even some moderately effective controls; however, public education would still be needed to prevent this type of pollution before it occurs. Prevention of future increases in nutrient loads from Barton Creek and Barton Springs is very important to protecting Town Lake since any increase in pollutants from these major sources of flow could easily offset any improvements in the urban watersheds. Control of nutrients from Lake Travis and Lake Austin is also important since these flows dominate the water quality of Town Lake during irrigation releases (mid-March to mid-October), but is not as critical because the lakes effectively capture much of the incoming nutrient load.

Reduction in Sediment Toxics. Although there is significant contamination related to organochlorine pesticides (chlordane, DDT, DDE & DDD), the manufacture and use of these compounds has been banned. Flood scour, burial, and decay should eventually reduce the problems associated with these pesticides. Pollutant removal measures installed to remove nutrients in runoff from residential areas would also provide some minor reduction in any chlordane residues still washing in from contributing watersheds. Structural controls such as sedimentation/filtration ponds are needed to remove heavy metals from high traffic areas. This would require changes to the City's Urban Watersheds Ordinance or some other regulatory mechanism. Removal of the sediment by dredging is not a feasible option since it would cause more adverse impacts to the aquatic life in the lake than the existing toxic effects.

Reduction in Sediment Loads. Channel erosion is the main source of sediment to Town Lake; therefore, tributary channel controls such as biorevetment and peak flow controls would be the most effective. These two measures could be used in combination to meet the 50% sediment reduction goal. The peak flow control would involve maximizing detention for the 2-year storm (preferably in conjunction with wet ponds, extended detention, or stormwater wetlands) within the urban watersheds, especially in Shoal and West Bouldin Creeks where sediment loads are highest. Peak flow control from new developments within the Barton Creek watershed, as currently required, is also important to prevent major increases in sediment load. Some additional measures with respect to improved temporary erosion controls is also needed.

Reduction in Trash. The key alternative for reducing trash input to the lake is the continuation and enhancement of public education with respect to litter abatement. Another important component is installation of trash catching devices

around trash dumpsters and other locations with excessive trash. Additional, less-effective measures including inlet marking, trash booms, or creek and shoreline clean-ups are also needed to address this most visible problem in Town Lake.

Reduction in Oil and Grease. The problems associated with pollution from oil and grease are difficult to quantify but could be very significant, especially for the quality of the tributary creeks. Attainment of the 25% reduction goal would require: 1) public education for proper disposal; 2) increased enforcement and inspection of automotive repair establishments; and, 3) structural pollutant removal measures for high traffic areas.

Recommended Plan. The measures described above along with other measures to meet the general objectives must be implemented as a comprehensive plan in order to effectively restore and protect Town Lake quality. This implementation would involve additions and enhancements to the City's existing nonpoint source programs including:

- Pollution Prevention;
- Urban Watershed Retrofitting;
- Channel Erosion Control;
- Spill Control;
- Temporary Erosion and Sedimentation Control; and,
- Regional Nonpoint Source Program Implementation.

See Exhibit A for additional details.

Proposed Phase II Project. Because of the magnitude, extent and complexity of the water quality problems in Town Lake, a single project for complete restoration of Town Lake could not be funded through the Clean Lakes Program Phase II project. However, a pilot project to demonstrate key components of the overall restoration plan could be implemented to facilitate the progress on the overall goals. The selected pilot projects include:

- City-wide Pollution Prevention through Public Education;
- Urban Watershed Retrofit of East Bouldin Creek; and,
- Integrated Alternative Pilot Project in the Gillis Park Subwatershed.

The approximate location of the Bouldin Creek projects is shown in Figure 3.2 (attached). Additional details of the pilot project are provided in Exhibit B.

Because of the importance of the pilot project in demonstrating the key parts of the overall Town Lake restoration plan, the City recommends full implementation of the alternatives developed herein, to be funded jointly by the City and EPA's Clean Lakes Program. The total estimated project cost is \$3,177,676 for the proposed 4-year project, with the highest cost incurred during the initial implementation years and lower on-going costs incurred during operation and monitoring. Joint federal funding from the Environmental Protection Agency (approximately 44% or \$1,387,121 of the total project) of this Phase II project would greatly accelerate the City's progress toward attaining the key goals of this study and would result in a measurable decrease in pollution reaching Town Lake.

Summary of Recommended Overall Town Lake Restoration Plan

The detailed evaluations indicate that no single alternative can meet all the restoration and protection goals and objectives for Town Lake. Implementation of the full range of the recommended alternatives will be needed, with priority given to the implementation of the most effective alternatives. Eventual implementation of additional alternatives with only moderate levels of effectiveness will be needed to meet most of the restoration targets. It is important to note that a wide variety of alternatives - education, regulatory, institutional, structural, tributary-channel and in-lake control measures - are critical to the success of the recommended plan.

The key components of the recommended plan are combined into specific program groups and summarized below.

1. Pollution Prevention Program

A comprehensive pollution prevention program is needed since it is the only type of program that can cover the entire watershed as well as control nutrients which are otherwise difficult to control. Key components of this include:

- City-Wide Education Program;
- Trash Abatement Program;
- Inlet Marking, and;
- Citizen Monitoring.

The main goals for this program are:

- Reduced nutrients from fertilizer use;
- Reduced litter, and;
- Elimination of improper disposal of oil.

2. Urban Watershed Retrofit Program

The most desirable structural pollutant removal measures, such as wet ponds and sedimentation/filtration basins, are very difficult to site in highly urbanized watersheds. To maximize the effectiveness of retrofitting pollutant removal measures, detailed retrofit master plans need to be developed for each of the urban watersheds of Town Lake. This program is already being implemented by the City (underway since August, 1991) and is intended to incorporate the recommendations of this study.

Key pollutant removal measures include:

- Wet ponds and stormwater wetlands with 2-year peak flow control to provide nutrient removal and to reduce downstream peak flows. The preferred locations are for small (less than 300 acres) residential watersheds near the headwaters of the creeks;

- Vegetated filter strips, infiltration, porous pavement and rainwater harvesting to provide enhanced phosphorus removal and increased creek baseflow;
- Sedimentation/filtration ponds for removal of toxics, nitrogen, trash and oil and grease from high traffic areas;
- Street sweeping, small filtration ponds, inlet filters and adsorbents and oil/grit separators for reduction of toxics and oil and grease from high traffic areas with severe space constraints;
- Various trash catchment devices to capture trash from dumpster areas;
- Retrofitting existing detention ponds in the upper 1/3 of watersheds to reduce the 2-year peak flow.

The important regulatory and institutional components required for this program to be effectively implemented are:

- Changes to the Urban Watersheds Ordinance to require retrofitting existing sites; and
- Application of the Urban Watersheds Ordinance to state and federal projects and property.

3. Channel Erosion Control Program

The three components for achieving a 50% reduction in sediment load to Town Lake are:

- Biorevetment to stabilize eroding creek banks;
- 2-year peak flow control implemented as part of the retrofit program; and
- Runoff volume control measures implemented as practical on selected sites, such as porous pavement, infiltration, and rain harvesting.

4. Spill Control Program

Enhancement of existing spill control programs is needed to provide a higher level of protection from accidents, including:

- Addition of a spill contingency contractor;
- Additional on-site containment requirements including some retrofitting;
- Selection of hazardous material transportation routes to be retrofit with hazardous material traps, and;
- Increased enforcement and inspection.

5. Temporary Erosion and Sedimentation Control Program

Some significant reductions in sediment associated with construction could be achieved with some improvement to the City's existing program. These alternatives include:

- Increased enforcement and inspection;
- Application of erosion/sedimentation control requirements to State and Federal project, and;
- Requiring street sweeping on roadways around construction sites.

6. Regional Programs

Several critical alternatives with respect to protecting and restoring Town Lake require basin-wide and regional implementation and coordination. These include:

- Enhanced levels of nonpoint source controls for the Barton Springs Zone and upstream reservoirs;
- Maintenance of natural riverine flows through Town Lake; and
- Implementation of an air quality control program.

Most of the programs listed above are currently part of the City's overall nonpoint source control program; however, the additions and enhancements designed to meet specific restoration goals for Town Lake should result in measurable improvements in Town Lake water quality.

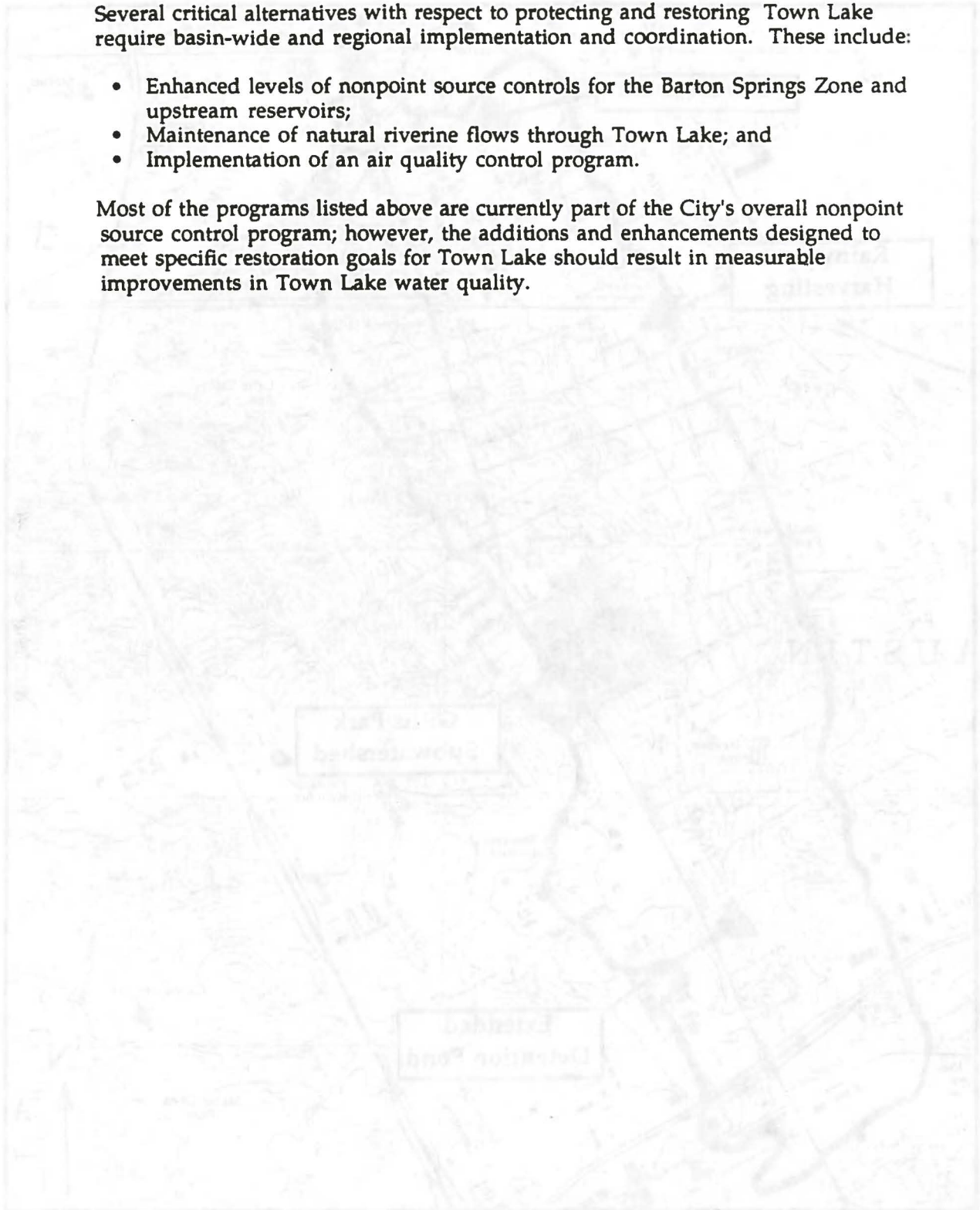
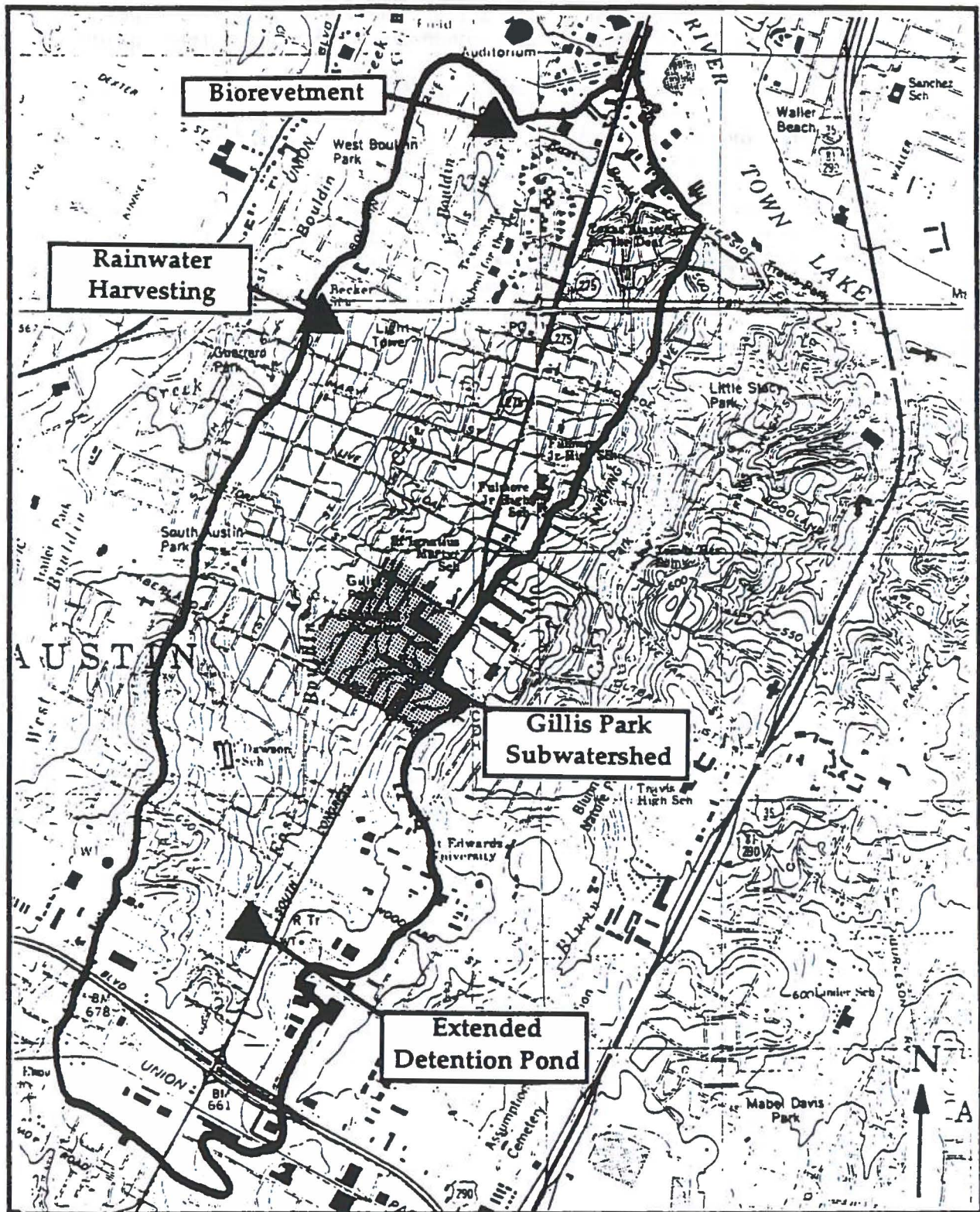


Figure 3.2
East Bouldin Creek Watershed
Water Quality Improvements



Staff Working Map Only
 Not to Scale
 Source: COA, ECSD, 1992.

Pilot Water Quality Project East Bouldin Creek Watershed

Exhibit B

The City of Austin Environmental and Conservation Services Department (ECSD) with the cooperation and support of the Texas Water Commission (TWC) and the U.S. Environmental Protection Agency (EPA) is conducting a long-term study of Town Lake and its contributing creeks. The goal of this study is to measure and eventually control nonpoint source water pollution. Nonpoint source pollution is all of the litter, fertilizers, pesticides, motor oil and urban grime that washes off the city's streets, roofs, and lawns when it rains, and enters the lake as "runoff". Almost all of the pollution in Town Lake is from these kinds of nonpoint sources, and controlling it can be difficult.

This study of Town Lake found that the major water quality problems in Town Lake and its contributing creeks are:

1. **Chlordane** - Traces of this now banned insecticide are still present in some fish in Town Lake. Consequently, the State Health Department advises against eating fish caught in Town Lake.
2. **Eutrophication** - This condition, caused by too many nutrients in the water, results in rapid algae growth, and and poor water quality conditions.
3. **Sedimentation** - Erosion along the creek banks causes muddy flow, a build-up of sediment at the mouths of the creeks and a generally shallower, obstructed lake.
4. **Trash and Debris** - Floating litter and trash detract from the appearance of Town Lake, and degrade its value as a habitat for fish, waterfowl and other wildlife.
5. **Oil, Grease and other Toxics** - Motor oil, grease, trace amounts of heavy metals and other pollutants wash off from streets and industrial sites.

To deal with these problems, and make Town Lake and its creeks cleaner and healthier, a series of different measures has been proposed. The City has chosen the East Bouldin Creek watershed to launch the first restoration efforts. The proposed projects (described below) will be carefully observed and monitored, and the data will be used to help plan additional projects in all the watersheds draining into Town Lake.

The City Environmental Department is suggesting ten specific proposals to keep pollution out of Austin's urban creeks and Town Lake. Some will apply to the entire city, some only to the area drained by East Bouldin Creek, and some only to a smaller area within the East Bouldin Creek watershed near Gillis Park. The ideas that work well will be continued and applied to wider areas.

City-Wide

1. **Public Education** - A combination of utility bill inserts, public service announcements, school programs and a wide variety of other means, will let citizens know the problems that trouble Town Lake, and some of the simple things they can do to prevent them. The initial focus will be on proper use of fertilizers and pesticides, and the safe disposal of motor oil and household wastes.

2. Citizen Monitoring - This popular and beneficial volunteer program will be continued and expanded. Citizen teams of "Water Watchdogs" test the water in the creeks near their homes, help compile this data and provide a broad and accurate picture of the state of the creeks and lake.

3. Inspection and Permitting - The City will step up its inspection and permitting of all businesses which release water into the storm sewers or creeks. These discharges must either contain no significant pollutants, or must instead be routed through the City's sanitary sewer system to a wastewater treatment plant.

East Bouldin Creek (see Figure 3.2)

4. Biorevetment - Biorevetment is a technique of stabilizing eroding stream banks with growing plants. It is an alternative to lining channels with concrete or rock-filled gabions. A site near the mouth of East Bouldin Creek, where sharp channel bends have eroded will be repaired and stabilized through this process.

5. Filtration and Extended Detention Pond - A large stormwater holding pond will be built on currently vacant land off Alpine Road. This pond will slow the runoff into East Bouldin Creek during storms, reducing channel erosion, and filtering out some of the sediment and nutrients before the water is released.

Gillis Park Subwatershed

6. Street Sweeping - In a small area near Gillis Park the streets will be swept of trash and sediment once or twice a week, much more frequently than the once every three months regularly scheduled for residential streets. Careful monitoring will determine if this is a cost effective way of keeping East Bouldin Creek clean.

7. Oil & Grit Separator at H.E.B. - Parking lots are a major source of nonpoint source pollution. An underground separator will remove the oil and grit from the rain washing off of the commercial parking lot on the southwest corner of South Congress Avenue and West Oltorf Street.

8. Rainwater Harvesting - The rainwater running off the roof of the Becker Elementary School will not be released into the storm sewers, but will be used to irrigate a garden, as part of a Environmental Science class project.

9. Inlet Filters - Metal filters will be placed inside the storm sewer inlets, removing the larger pieces of trash and much of the dirt and sediment from the rainwater runoff. These filters will be cleaned regularly, and the trash and silt disposed of properly.

10. Gillis Park Pond - In the corner of Gillis park, between the swimming pool and the convenience store a water quality pond will be built which will allow rainwater to settle and filter before entering East Bouldin Creek. The pond will hold water for roughly 48 hours after heavy rains.

For more information, contact:

Robert Heil,

City of Austin Environmental and Conservation Services Department

499-2632.



ENVIRONMENTAL BOARD MOTION 110492-01

Date: November 4, 1992

Subject: Town Lake Study

Motion by: Garrett

Seconded by: Baylor

The Environmental Board would like to commend the Environmental and Conservation Services staff for the very professional and thorough Town Lake Study. The Environmental Board recommends the City Council approve the study and then proceed with further Environmental funding for the demonstration projects as listed in the study. Further, we recommend that Parks and Recreation Department projects, policies, and project recommendations conform to the water quality objectives in the study.

Vote: 9-0-0-0

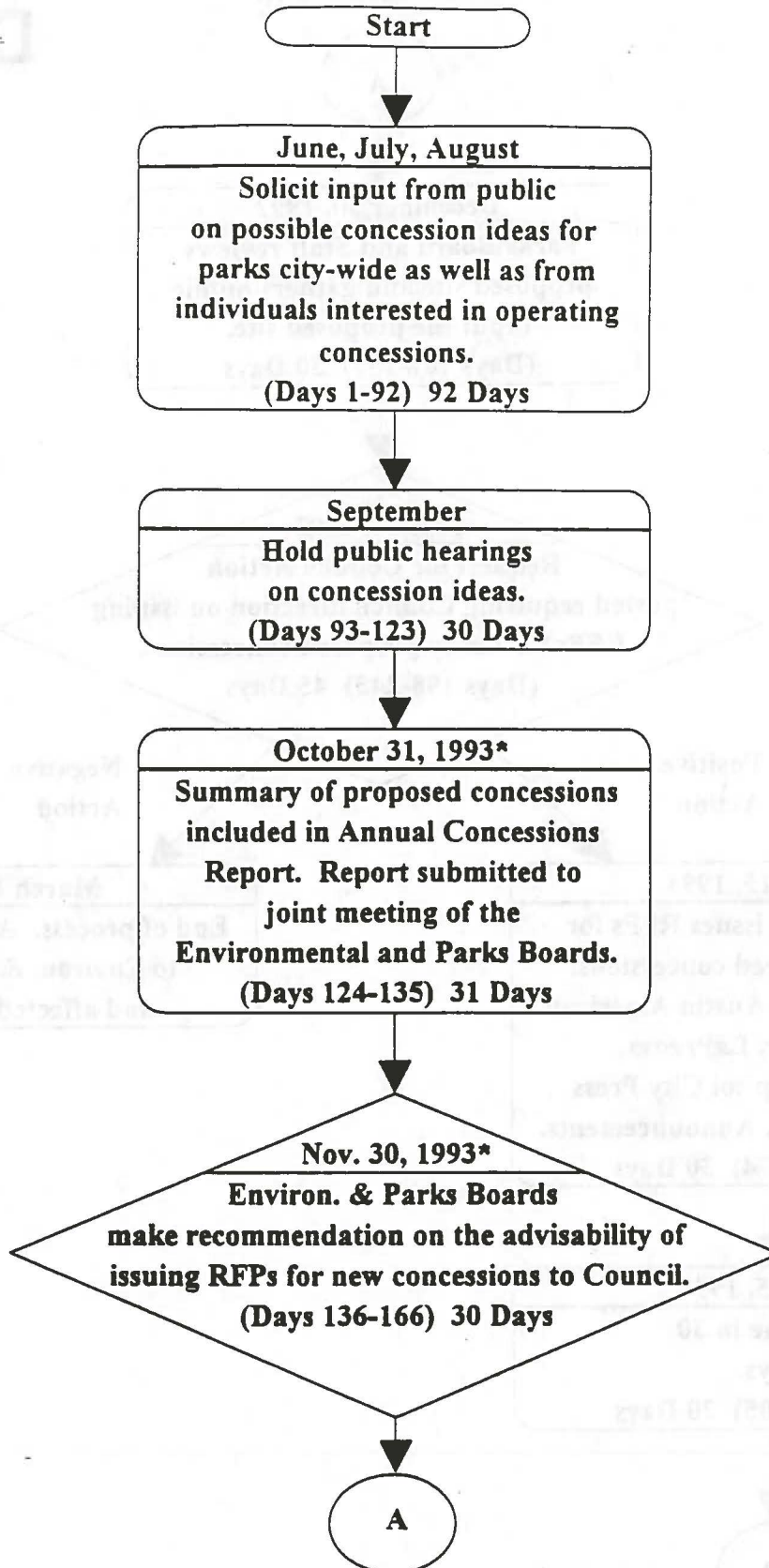
	CONSENTING	DISSENTING	ABSTAINING	ABSENT
Jack Goodman, Chairman	(x)	()	()	()
Jack Garrett, Vice-Chairman	(x)	()	()	()
Jo Baylor	(x)	()	()	()
Fred Blood	(x)	()	()	()
Jack Evans	(x)	()	()	()
Tim Jones	(x)	()	()	()
Edward Lee	(x)	()	()	()
Sabino Renteria	(x)	()	()	()
Jeanne Yturri	(x)	()	()	()

Approved by:

Jack Goodman, Chair

**Permanent Concession Policy
(New Concessions)**

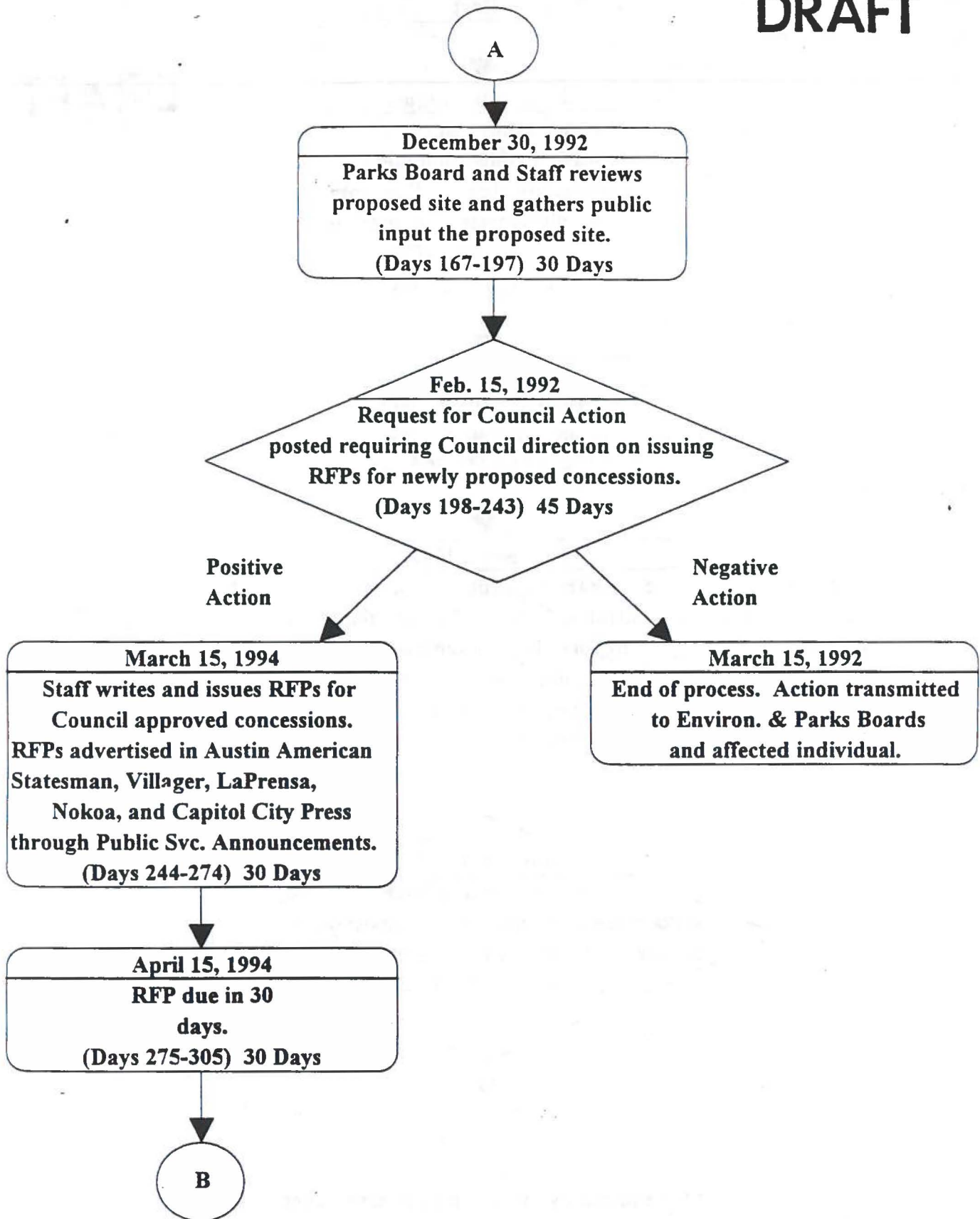
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***As required by the Town Lake Ordinance**

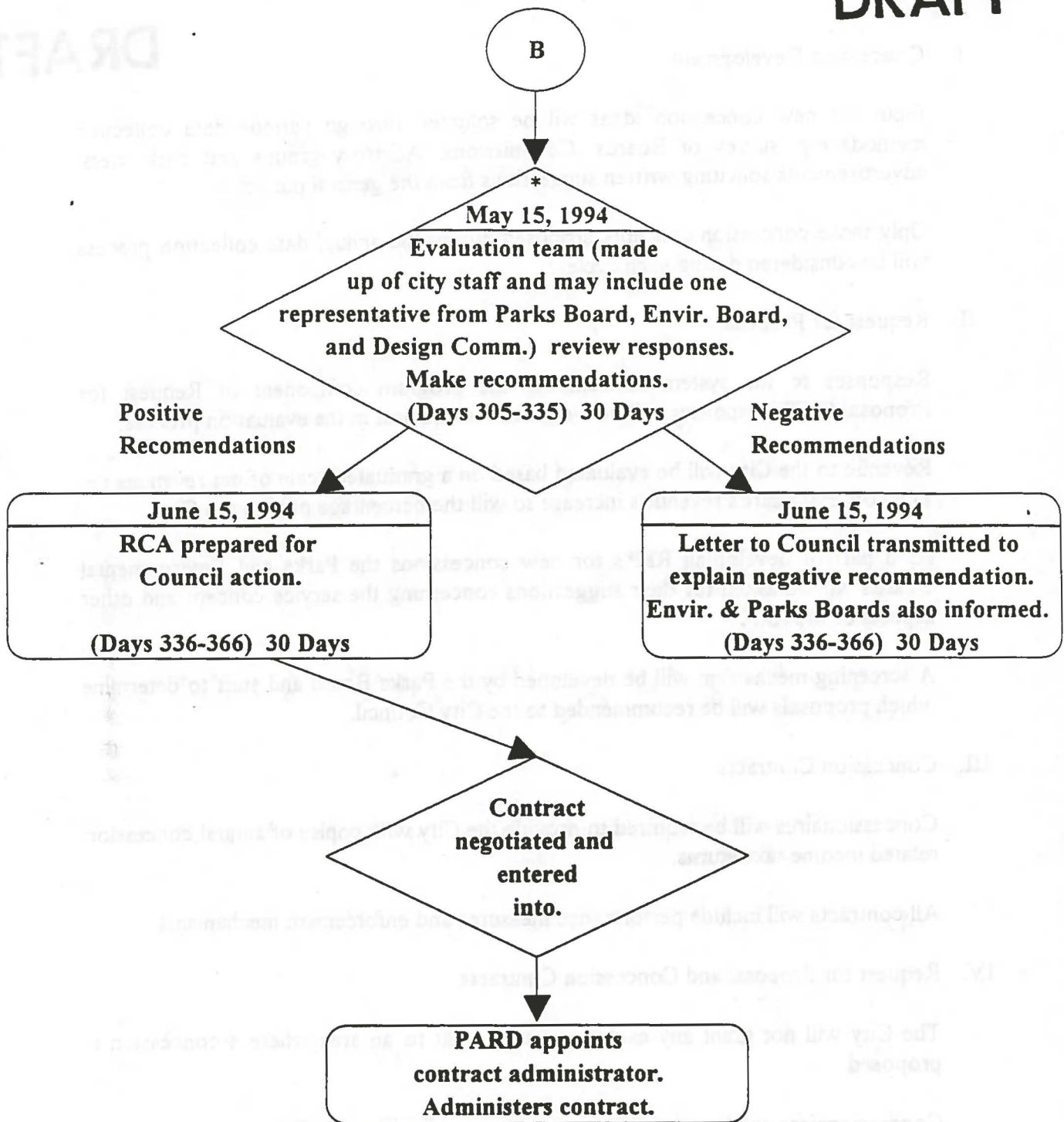
Permanent Concession Policy
(New Concessions)

DRAFT



Permanent Concession Policy
(New Concessions)

DRAFT



*As allowed in Town Lake Ordinance

PERMANENT CONCESSION POLICY FOR NEW CONCESSIONS

DRAFT

I. Concession Development

Input for new concession ideas will be solicited through various data collection methods e.g. survey of Boards, Commissions, Advisory groups and park users, advertisements soliciting written suggestions from the general public.

Only those concession concepts proposed during the annual data collection process will be considered during each cycle.

II. Request for Proposal

Responses to the system concept i.e. the program component of Request for Proposal (RFP) responses will be weighted the heaviest in the evaluation process.

Revenue to the City will be evaluated based on a graduated scale of net revenues i.e. as a concessionaire's revenue's increase so will the percentage paid to the City.

As a part of developing RFP's for new concessions the Parks and Environmental Boards will be asked for their suggestions concerning the service concept and other aspects of the RFP.

A screening mechanism will be developed by the Parks Board and staff to determine which proposals will be recommended to the City Council.

III. Concession Contracts

Concessionaires will be required to provide the City with copies of annual concession related income tax returns.

All contracts will include performance measures and enforcement mechanisms.

IV. Request for Proposal and Concession Contracts

The City will not grant any exclusive usage right to an area where a concession is proposed.

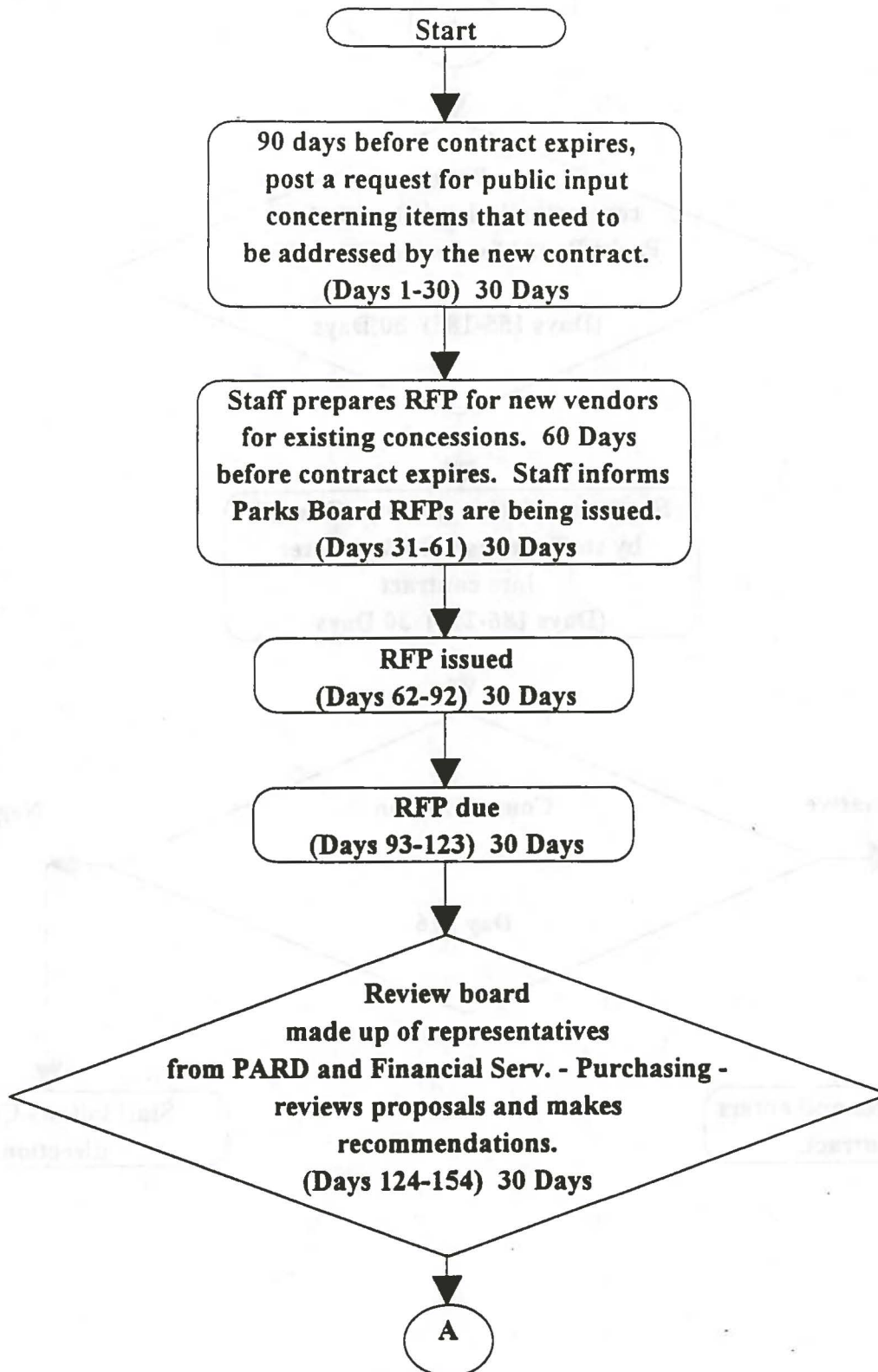
Concessionaires will be required to carry standard liability insurance.

All proposals will be required to conform with all State and local regulation e.g. design, park, and environmental standards.

All proposals must be in compliance with the American's with Disabilities Act.

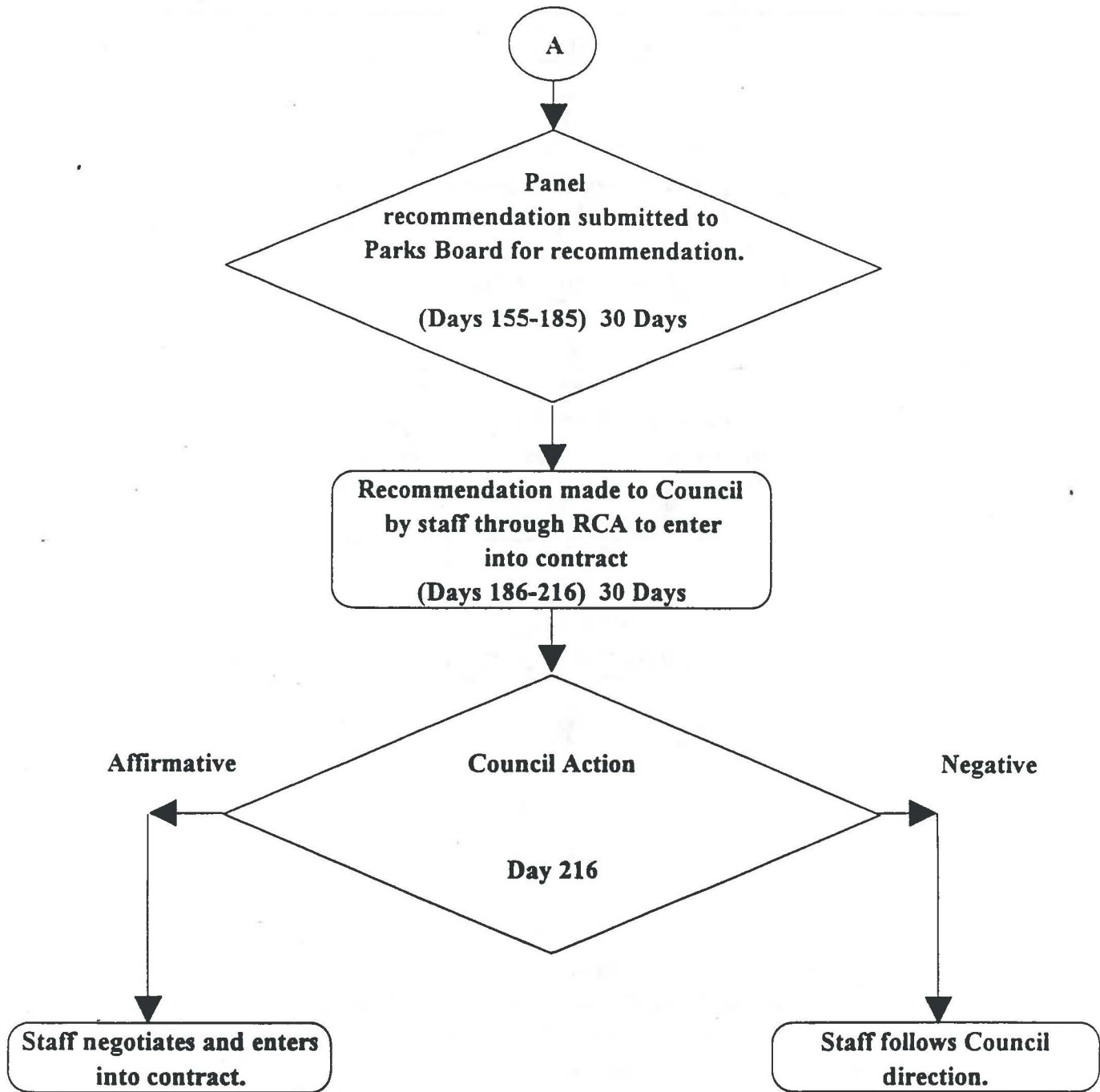
Permanent Concession Policy
(Existing Contracts which have expired)

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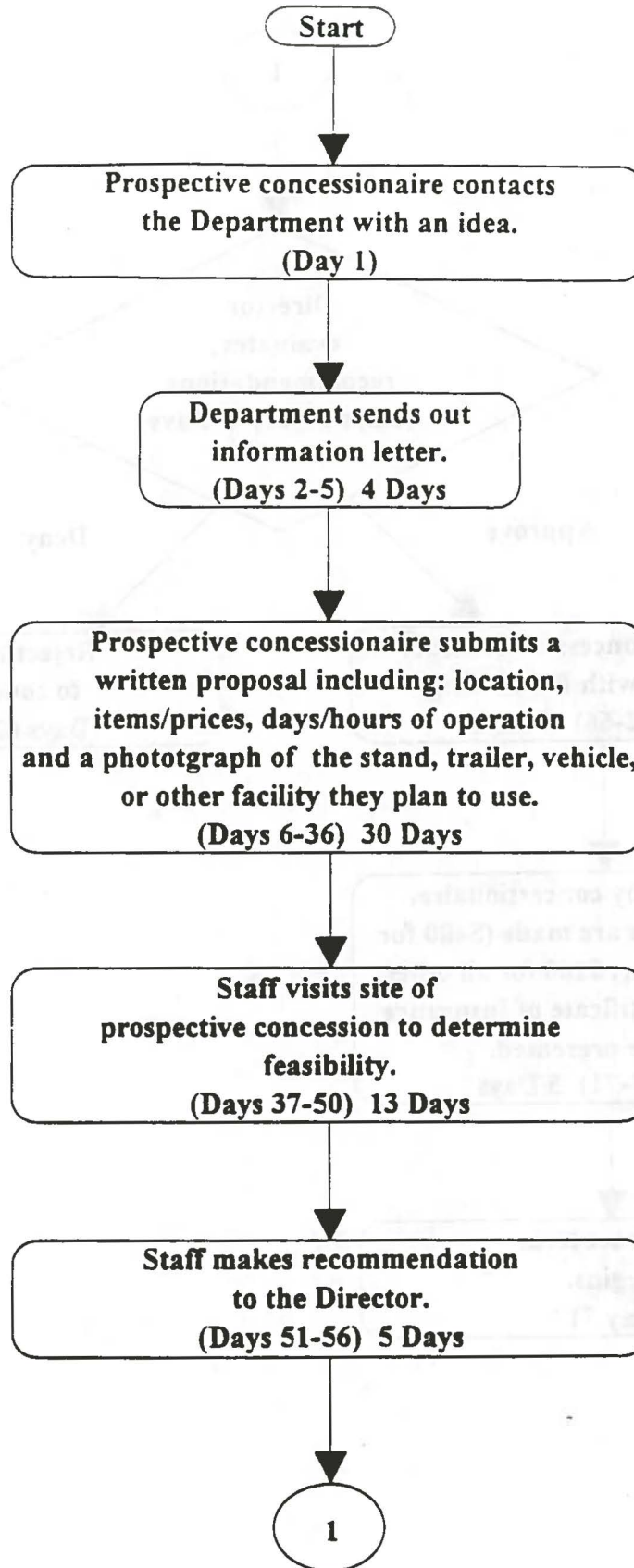
Permanent Concession Policy
(Existing Contracts which have expired)

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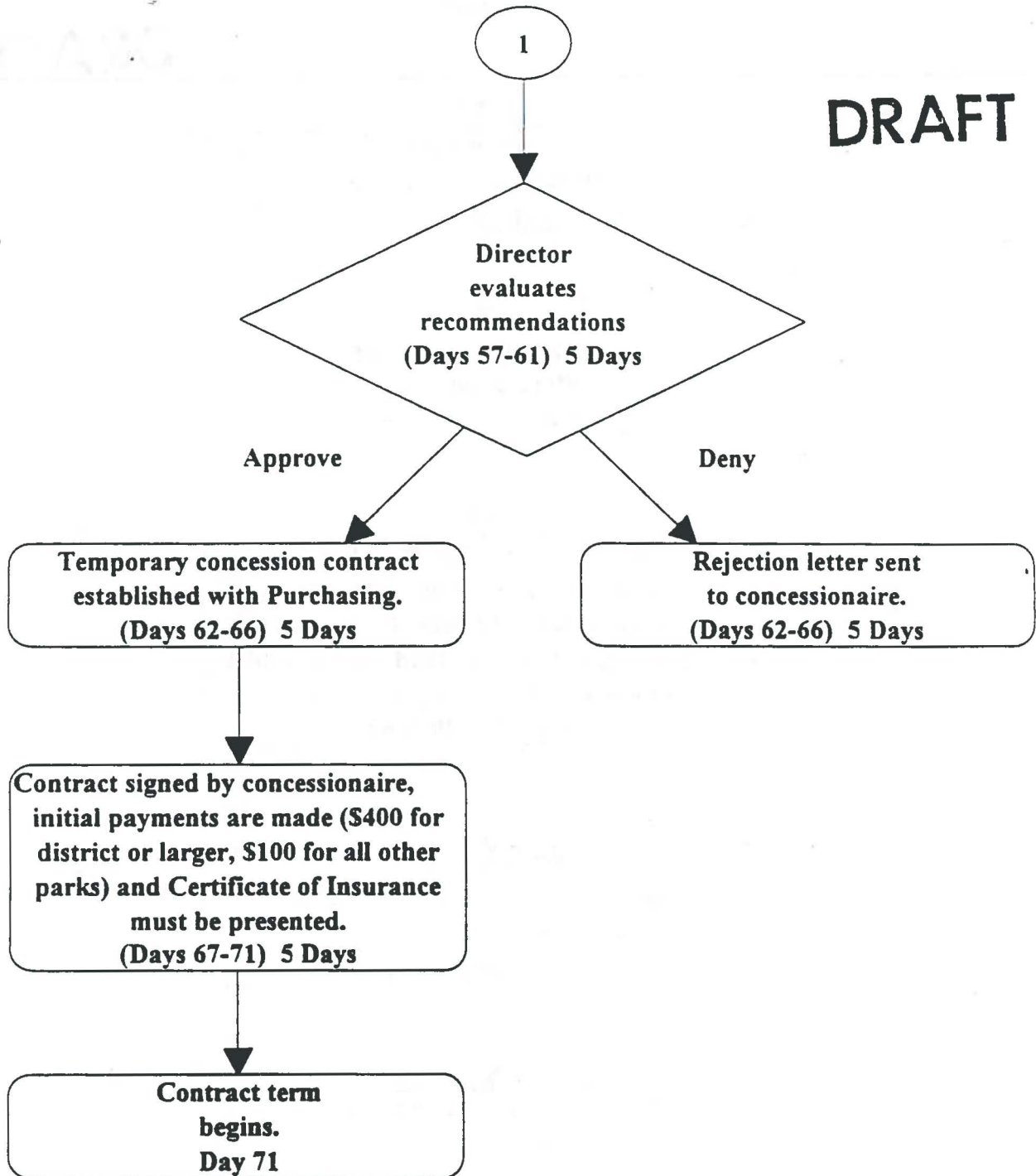
TEMPORARY CONCESSION POLICY
(For Unsolicited Concessions)

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TEMPORARY CONCESSION POLICY
(For Unsolicited Concession)

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INFORMATION FOR PROSPECTIVE CONCESSIONAIRES

City of Austin, Parks and Recreation Department

The Austin Parks and Recreation Department will accept written proposals for seasonal or temporary concessions which do not require a building or other type of permanent structure to conduct their operation. Contracts for such seasonal concessions will be limited to terms of one year or less, although they may be renewed for additional terms (maximum of two renewals) at the option of the Parks and Recreation Director. The following information must be included in concessions for temporary concessions.

1. Location- Be as specific as possible; certain locations may not be allowed due to being too close to an existing concession, or may not be feasible because the area is frequently reserved or rented. List *at least two* alternate locations.
2. Items/Prices- What do you want to sell and how much do you intend to charge for it? Additional items may be added or prices changed with approval of the Parks Director.
3. Days/Hours of Operation- Please list the *minimum* time that you intend to operate and will always be open for business. You may open earlier or stay open longer than the time indicated in your contract if business is good, but closing early, or not showing up on schedule (except for inclement weather) may subject you to a fine or termination.
4. Photograph- Please include a photograph of the stand, trailer, vehicle, or other facility which you plan to use for your operation.
5. Fees- The temporary concession permit fee is \$1,000 for district or larger parks and \$250 for all other parks. This is charged for a six month permit to operate a temporary concession in place of the city collecting a portion of your sales. The \$1,000 fee will be paid over four months in increments of \$400, \$200, \$200, \$200; the \$250 fee will be paid over four months in increments of \$100, \$50, \$50, \$50. In both cases the first portion of the fee will be due at the time you sign your contract.

ADDITIONAL REQUIREMENTS

Sign- Each seasonal concession must post a sign listing a menu or items/prices, days and hours of operation, and a phone number (provided by PARD) for further information or registering complaints.

Insurance- At the time a contract is signed the concessionaire must provide a Certificate of Insurance naming the City as an additional insured which shows proof of Comprehensive General Liability Insurance with a combined single limit of \$500,000 per occurrence for coverages AB&C. State-required personal Automobile Liability Insurance acceptable to the City will also be required.

Please allow a minimum of two to three weeks to process your request after we have received your written proposal. Be sure and include a phone number where you can be reached if we need to get additional information.



M E M O R A N D U M

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: November 19, 1992

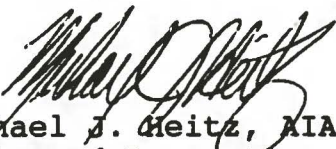
SUBJECT: Food and Drink Concession at Barton Springs

The City of Austin issued an RFP for the Food and Beverage Concession at Barton Springs Pool, an existing concession, on June 1, 1992. Seventy-six notices were sent out. The only respondent was Rodriguez Concession, Inc., which has been operating the concession stand at Barton Springs Pool for the last 18 years.

The proposed contract is for five years with the option to extend for one additional five year period. The concessionaire will perform all normal duties associated with the operation of this type of concession, including but not limited to food preparation, food service, and cleaning of the interior and exterior of the concession area. The concessionaire will provide all personnel, equipment and products necessary to operate this concession. Non-alcoholic beverages and various types of fast food such as hamburgers, hot dogs, ice cream and sandwiches will be served. The recommended awardee is a certified MBE vendor with the City of Austin.

RECOMMENDATION:

The Parks and Recreation Department concurs with the recommended award.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:tpg



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: November 19, 1992

SUBJECT: Butler Pitch and Putt Concession Contract

The City of Austin issued an RFP for the management and operation of the Butler Pitch and Putt Golf Course, an existing concession, on June 15, 1992. Twenty-one notices were sent out, responses were originally received from 2 potential vendors. One respondent, W.M. Condra, withdrew his response from consideration in August. The other respondent was Mr. Albert Kinser, Sr. who has been operating the Butler concession for the last 43 years.

The proposed contract is for five years with the option to extend for one additional five year period. The Concessionaire will provide quality golf course management, grounds maintenance, merchandise sales and program golf lessons. Mr. Kinser will also provide all personnel, equipment, products and maintenance for the entire golf course to include turf irrigation, fertilization, mowing of greens, fairways, edging, trimming of trees and shrubs and litter pickup.

The concessionaire will pay the City a flat fee of \$1,000 per month. This is an increase of \$200 per month over the current contract. It is, however, recommended that the monthly payments be waived for the months of December 1992, January 1993, and February 1993, or the period which the course is closed due to the construction of the South Austin Outfall sewer lines.

RECOMMENDATION:

The Parks and Recreation Department concurs with the recommended award of this concession contract.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

MJH:tpg



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: November 18, 1992

SUBJECT: West Austin Park, Sanitary Sewer Use Agreement
Request from Water and Wastewater Utility

The Water and Wastewater Utility is requesting a sanitary sewer agreement through part of West Austin Park. As you will note from the attached correspondence with the utility, the work to construct the replacement sewer was carried out as a emergency in May 1991. An existing sewer line that traversed the park was leaking and was replaced to avoid any potential health hazards.

Because the original line was installed during the 1930's the alignment was not recorded; however, the Utility now wishes to formally record the location of this line by means of a use agreement.

Since construction of the sewer line was completed, the disturbed areas of the park have been restored and revegetated to the satisfaction and approval of the Parks and Recreation Department.

Recommendation

I recommend approval of the request from the Water and Wastewater Utility for the following use agreement through part of West Austin Park:

2,929 square feet sanitary sewer use agreement, 15' wide and approximately 195' long, more accurately described on the attached metes and bounds description marked as Exhibit "A."

If I can provide you with any additional information, please let me know.


Michael J. Heitz, AIA, Director
Parks and Recreation Department



MEMORANDUM

TO: Michael Heitz, A.I.A., Acting Director
Parks and Recreation Department

FROM: J. Chris Lippe, P.E., Assistant Director
Water and Wastewater Utility

DATE: October 30, 1992

SUBJECT: Easement Acquisition in West Austin Park

In May of 1991, numerous breaks in an existing 6 inch wastewater line were being reported within the West Austin Park, just north of West Ninth Street. As a result, an emergency rehabilitation of the main was expedited to avoid any potential health hazards. Construction of the line was completed in 2-3 weeks, beginning and ending in May of 1991.

Copies of our correspondence regarding this emergency construction are attached for your information.

Since the construction was completed, the disturbed portion of the park has been restored and revegetated to a condition equal to or better than its condition prior to the construction. According to records, there appears to be no easement for the wastewater line through the park. At this time, the Water and Wastewater Utility would like to pursue acquisition of a formal easement through the park for future maintenance.

I you have any questions, please contact Dolores Duran at 322-2766.

J. Chris Lippe, P.E.

JCL:cjc



MEMORANDUM

TO: Manuel Mollinedo, Director
Parks and Recreation Department

FROM: J. Chris Lippe, P.E., Assistant Director
Water and Wastewater Department

DATE: May 16, 1991

SUBJECT: Emergency Wastewater Rehabilitation

The Water and Wastewater Department has just begun the rehabilitation of a wastewater main in the vicinity of West Ninth Street and Winflo Drive. The northern portion of the line traverses the city park just north of West Ninth Street. This line has experienced numerous failures during the past month and must be replaced immediately to avoid any potential health hazards.

Although the main has been in place since 1932, there appears to be no easement through the park according to the available records. The W/WW Engineering staff has been in correspondence with Peter Marsh and Stuart Strong of your department regarding the pending construction and will continue to pursue acquisition of a formal easement through the park.

Upon completion of rehabilitation of the line, the affected portion of the park will be restored and revegetated to its current condition.

Due to the potential health hazard associated with the failing line, it is requested that this emergency rehabilitation be permitted. If you have any questions, please contact Danny Smith at 322-2771.

J. Chris Lippe, P.E.

JCL:nds

xc: Jerry Martin, P.E.- W/WW
Danny Smith, P.E. - W/WW
Peter Marsh, PARD
Correspondence file

M E M O R A N D U M

TO: J. Chris Lippe P.E., Assistant Director
Water and Wastewater Department

FROM: Manuel A. Mollinedo, Director
Parks and Recreation Department

DATE: May 30, 1991

SUBJECT: West Austin Park, Wastewater Sewer Rehabilitation
Restoration of Parkland

I am pleased that the potential health hazards of the continually leaking wastewater sewer that traverses West Austin Park have now been resolved by replacing it with a new line, as indicated in your memorandum dated May 16, 1991.

As I understand there is no easement in place for this wastewater line as it was constructed almost 60 years ago. The State Parks and Wildlife Code requires that any non-park use of parkland be approved by City Council after holding a Public Hearing. The construction of this new sewer line would require such approval by obtaining an easement. In this instance, because replacement of the leaking sewer was paramount, the easement will have to be obtained after-the-fact. I am attaching an information packet that describes the process for obtaining easements from the Parks and Recreation Board and the City Council for projects that use parkland.

The part of the park where construction took place is an active recreation area used during as a ball field and for open play during the Departments Summer Playground Program. In order to ensure the park is available at the earliest opportunity during the busiest season and to restore it to a condition equal to or better than existing prior to construction the following measures need to be taken within the next four weeks.

1. The irrigation system, including piping and control wires must be repaired and in operable condition. The system was operable before construction commenced. Approximately 80' of irrigation line was removed during construction.
2. All gravel used during construction must be removed.

J. Chris Lippe
West Austin Park
May 30, 1991

3. All disturbed areas, including depressions made by vehicle tires, are to be graded level and smooth. Topsoil should be spread over the entire disturbed area and tilled to depth of 4".
4. To ensure grass cover (this time of year is inappropriate for seed to germinate adequately) the entire disturbed area should be laid with solid sod "Tifway" Bermuda grass. The sod, preparation, installation, watering etc. should be carried out in accordance with the City of Austin Specification # 602, Sodding for Erosion Control.
5. Some construction access to the site was gained from Maufrais Street, the ruts caused by vehicle tires should be graded smooth.

If you require any additional information please call Peter Marsh at 499-6767.

Manuel A. Mollinedo, Director
Parks and Recreation Department

MAM:pm

Attachment

xc. Danny Smith, P.E., W/WW
Glenn Davis, W/WW

Introduction

In May of 1991, the Water and Wastewater Utility carried out the emergency replacement of a failing wastewater main located in the vicinity of West Ninth Street and Winflo Drive. The northern portion of the sewer line traverses part of West Austin Park just north of West Ninth Street. The old failed sewer was not within an easement. To allow for future maintenance and to ensure accurate records of the location of the line the new main will require a 15 foot wide permanent easement which totals 2929 square feet.

Project Need and Justification

The failing main had been in place since 1932 and had experienced numerous breaks during May of 1991 discharging raw sewage into the park. In order to prevent potential health hazards, the wastewater line had to be replaced as an emergency. The Director of the Parks and Recreation Department was notified that an emergency existed and work would commence as soon as possible. The necessary easement request and approvals would be sought at a later date.

Alternatives to the Use of Parkland

Because this was an emergency replacement of an existing line, no alternatives to this alignment wastewater line were considered viable.

Project Description and Schedule

The new line was installed adjacent to the existing 6 inch main. Construction included approximately 200 feet of parkland beginning at a point where the wastewater line crosses the right-of-way of West Ninth Street and ending at an existing manhole inside the park. The new wastewater line is 10 inch PVC buried approximately 4.5 to 5 feet deep. The actual construction of the main took approximately 2-3 weeks, beginning and ending in May of 1991. Restoration of the site was completed in 4 weeks immediately following construction.

Short Term Effects of Construction

The short term effects during construction were held to a minimum as much as possible. The project site took place in an active recreation area used as a ball field and for open play during PARD's Summer Playground Program. A section of chain link fence had to be dismantled during construction, but was put back during the restoration phase. Since the area is void of any trees, ground disturbance included trenching, temporary spoil storage and heavy vehicle tire tracking and soil compaction.

Restoration Plan

All disturbed areas were restored with grass, in accordance with PARD's "Construction in Parks Specifications".

Long Term Effects of Construction

The project site has been inspected since it was restored in June of 1991, and the effects of construction appears to have caused no long term impact on the park. The area is currently restored to its previous condition.

FIELD NOTES

FIELD NOTES FOR A FIFTEEN (15) FOOT WIDE STRIP OF LAND CONTAINING 2,929 SQUARE FEET, SITUATED IN OUTLOT NO. 4, DIVISION "2" OF THE CITY OF AUSTIN, TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF LOTS 1 AND 2, BLOCK 3, OF THE BOOTH SUBDIVISION OF THE SOUTH HALF OF SAID OUTLOT NO. 4, ACCORDING TO THE PLAT THEREOF RECORDED IN BOOK 2, PAGE 130 OF THE PLAT RECORDS OF SAID TRAVIS COUNTY, BEING ALSO A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO THE CITY OF AUSTIN AND DESCRIBED IN VOLUME 434, PAGE 260 OF THE DEED RECORDS OF SAID TRAVIS COUNTY, AND BEING ALSO A PORTION OF THAT CERTAIN ONE AND ONE-FOURTH ACRE TRACT OF LAND CONVEYED TO THE CITY OF AUSTIN AND DESCRIBED IN VOLUME 434, PAGE 276 OF SAID DEED RECORDS, SAID FIFTEEN (15) FOOT WIDE STRIP OF LAND CONTAINING 2,929 SQUARE FEET BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

Beginning at a point on the north right of way line of West Ninth Street, for the southeast corner of the herein described strip of land and from which, a 1/2" iron pin found at the southeast corner of Lot 2, Block 3, of said Booth Subdivision, being also the southwest corner of Lot 7, Block 3, of the Hancock Subdivision, according to the plat thereof recorded in Book 3, Page 189 of said Plat Records of Travis County bears S 59°22'10" E, 15.46 feet;

THENCE, with the north right of way line of said West Ninth Street, N 59°22'10" W, 17.70 feet to the southwest corner of the herein described strip of land;

THENCE, departing said north right of way line, N 01°24'37" W, 190.58 feet to the northwest corner of the herein described strip of land;

THENCE, N 88°35'23" E, 15.00 feet to the northeast corner of the herein described strip of land;

THENCE, S 01°24'37" E, 199.97 feet to the point of beginning.

FIELD NOTES: Mike Ritter
August 26, 1991

FIELD WORK: Robert Cadena
FB. WW-218

APPROVED:

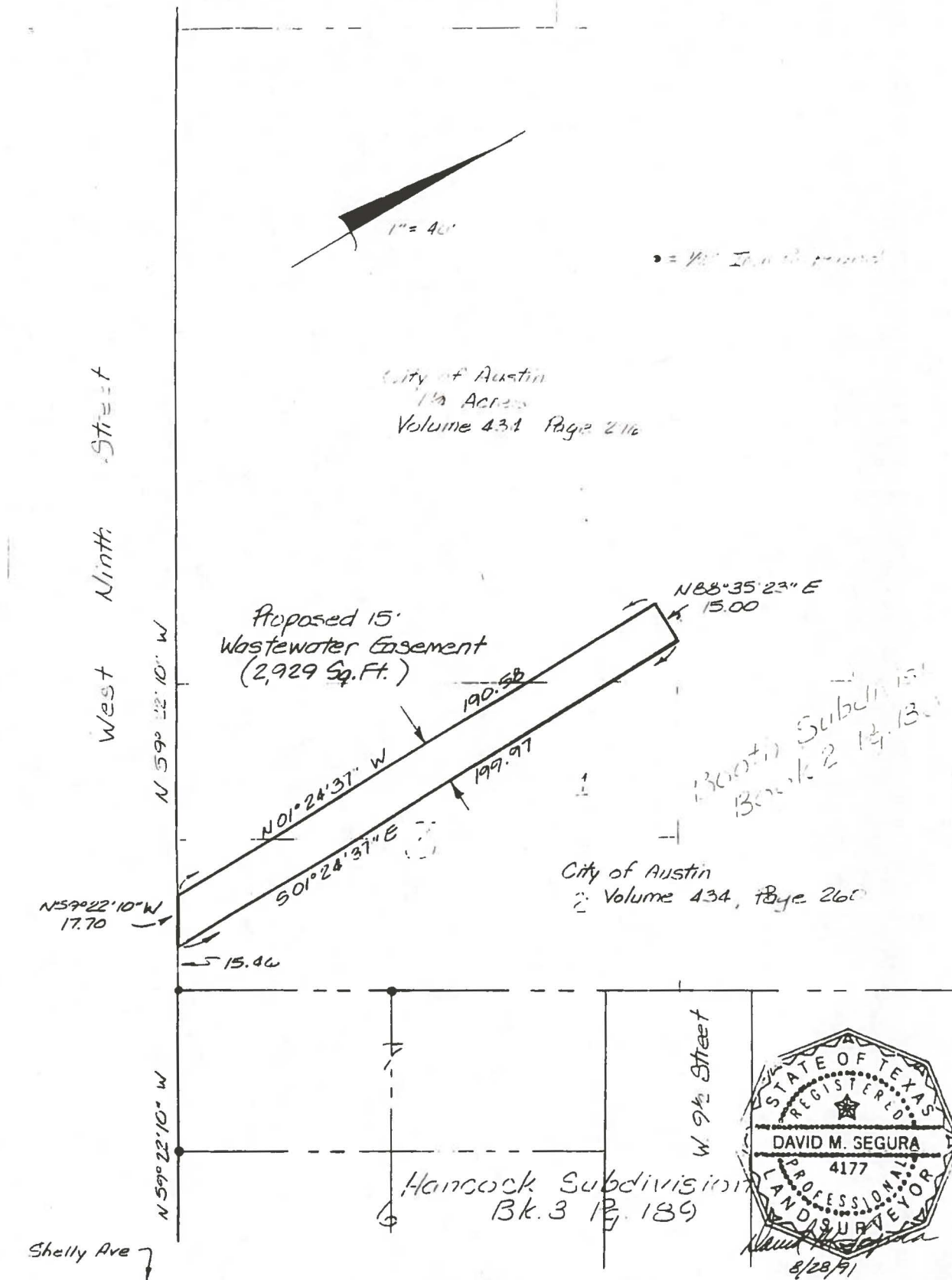
David M. Segura
David M. Segura, RPLS No. 4177
Chief Surveyor
Department of Public Works
and Transportation

REFERENCES:

2-A-226 (Bearing Basis)
Tax Plat 1-0803
Austin Grid H-23-3



Sketch To Accompany Field Notes



SCALE 1" = 40'

BEARING BASIS 2-A-236



DEPARTMENT OF PUBLIC WORKS
AND TRANSPORTATION
ENGINEERING SUPPORT DIVISION
PROJECT Winflo W.W. Rehab.
DRAWN BY Rter
DATE August 26, 1991



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Travis County MUDs 3-9 (Barton Creek MUDs)

The City has received a petition to consent to creation of seven MUDs within the City's ETJ but predominantly outside its limited and full purpose annexation boundaries. The MUDs are proposed as non-City service districts.

The Texas Local Government Code and the City's Land Development Code provides for a 90 day review period, which ends January 21, 1993.

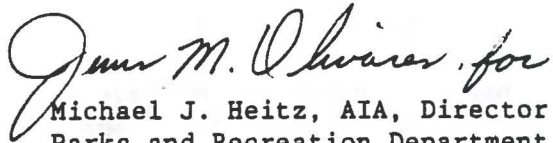
The 2,811 acres in the proposed Travis County MUDs 3-9 cover most of the site of the 4,000 acre Barton Creek PUD site which was denied by City Council in June, 1991. The entire 4,000 acre development will be provided water and wastewater treatment services from centralized facilities to be owned and operated by Travis County MUD No. 4. The water and wastewater capacity serving MUDs 3-9 and the adjoining Estates Above Lost Creek is 5,247 Living Unit Equivalents (LUEs) for water and 4,605 LUEs for wastewater, for a population of approximately 11,500.

Normally, the Parks and Recreation Department reviews MUD petitions in term of their ability to provide suitable public parkland. But, according to the Municipal Annexation Act as amended in 1987, the City can impose only limited conditions on the creation of a district such as Travis County MUDs 3-9, which does not require City utility services. Such conditions do not include parkland requirements, although they may require the district to build parks and related facilities to City standards and specifications. Consequently, the Parks and Recreation Board (PARB) MUD Parks Standards are not enforceable.

RECOMMENDATION: The Parks and Recreation Department has no recommendation regarding the creation of Travis County MUDs 3-9.

Whether approved or not, the MUDs will have to meet parkland dedication requirements through the subdivision process. The landowners have submitted 13 subdivisions to cover the same area as the proposed MUDs. PARD has requested that the applicants meet their 56 acre parkland dedication requirement by dedicating to the City, at a minimum, the 100-year floodplain of the main channel of Barton Creek. The City has also requested that a 1000 foot setback be established from the center line of Barton Creek. Lands within the 1000 foot setback which are not dedicated to the City are to be permanently restricted by use of a conservation easement, but would remain private.

Please contact me if you require additional information.


Michael J. Heitz, AIA, Director
Parks and Recreation Department

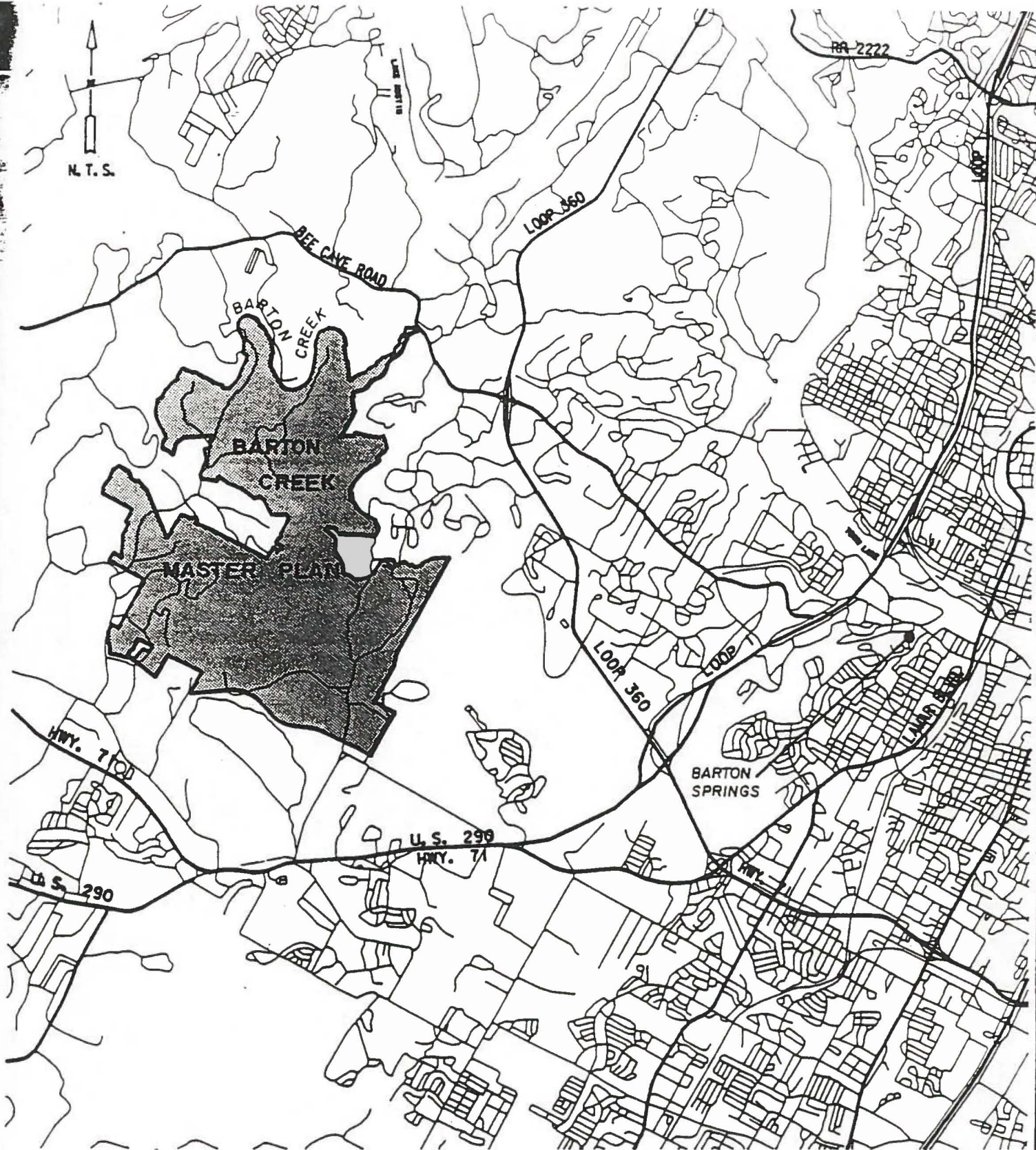


EXHIBIT 1 **LOCATION MAP**

Lichliter/Jameson & Associates, Inc.



CONSULTING ENGINEERS AND PLANNERS

10000 LICHLITER ROAD, SUITE 100, DALLAS, TEXAS 75243-1000



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Agreement with South Austin Youth Soccer Association

I am attaching a copy of the proposed agreement with the South Austin Youth Soccer Association (SAYSA) concerning the use of the soccer fields at Slaughter Creek Metropolitan Park.

For several years, the Parks and Recreation Department (PARD) has worked closely with SAYSA. The soccer association has used the fields at Slaughter Creek Park under a previous agreement and has made improvements to the fields. SAYSA has also been responsible for the maintenance of the fields.

The soccer association has requested renewal of the agreement up to ten (10) years. The Programs Committee of the Parks and Recreation Board has reviewed the agreement and has recommended that the agreement be approved for a three (3) year period.

I have also attached a financial report submitted by SAYSA.

Recommendation: Staff and the Programs Committee recommend the approval of the agreement with the South Austin Youth Soccer Association for a three (3) year period.

Please let me know if you need additional information.

John M. Oliver, for

Michael J. Heitz, AIA, Director
Parks and Recreation Department

Attachments

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

	ACTUAL FY 90-91	ACTUAL FY 91-92	FY 1992-93 BUDGET
BEGINNING BALANCE	\$21,687	\$5,337	\$4,545
REVENUE			
GENERAL:			
ADVERTISING	603	300	300
CONCESSION	1,670	1,424	1,500
FIELD RENTAL	1,850	3,300	2,500
FUNDRAISER	6,461	2,900	3,380
INTEREST INCOME	611	287	500
MISCELLANEOUS	360	2,709	500
PHOTOS	1,903	1,631	1,600
REFEREE UNIFORMS	120	(40)	0
TOTAL GENERAL REVENUE:	13,579	12,511	10,280
RECREATIONAL:			
FUNDRAISER	0	310	0
EQUIPMENT SALES	0	0	3,000
REGISTRATION	49,141	64,903	65,000
SPONSORSHIP	0	5,030	5,000
TOTAL RECREATIONAL REVENUE:	49,141	70,243	73,000
SELECT:			
FUNDRAISER	4,899	4,630	6,745
REGISTRATION	20,498	20,057	22,121
SPONSORSHIP	0	4,170	3,000
TOTAL SELECT REVENUE:	25,397	28,857	31,866
TOTAL REVENUE:	88,117	111,611	115,146
EXPENSES			
GENERAL:			
ADVERTISING	96	77	100
AWARDS	0	120	96
BANK CHARGES	0	640	180
BUILDING USE	150	0	0
COACHES DEVELOPMENT	(61)	0	500
EQUIPMENT RENTAL	0	25	0
FIELD EQUIPMENT & SUPPLIES	4,911	320	250
INSURANCE-TRACTOR	323	304	500
NOTE PAYABLE-TRACTOR	9,471	8,679	3,595
PASS THRU FUNDS	0	490	0
OFFICE SUPPLIES	639	1,607	800
POSTAGE	176	1,196	1,100
PRINTING/COPYING	2,527	2,342	1,200
SPONSORSHIP	0	1,337	0

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

	ACTUAL FY 90-91	ACTUAL FY 91-92	FY 1992-93 BUDGET
REFEREE DEVELOPMENT	66	0	100
TELEPHONE	376	589	2,090
TOTAL GENERAL EXPENSE:	18,675	17,725	10,511

RECREATIONAL:			
BALLS	1,333	2,898	4,902
CAYSA FEES/FINES	6,402	8,410	8,419
REFEREE FEES	7,278	8,421	9,000
SPONSORS	0	662	2,500
TROPHY/PATCHES	2,478	3,130	3,588
UNIFORMS	16,585	18,776	19,827
TOTAL REC. EXPENSES:	34,075	42,297	48,236

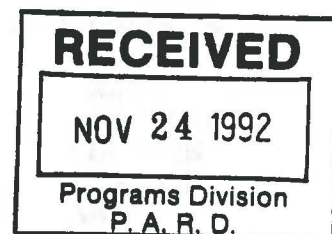
SELECT:			
BALLS	576	331	630
CAYSA FEES/FINES	2,053	2,012	2,100
COACHES SHIRTS	(410)	0	0
REFEREE FEE	830	1,498	2,500
REFEREE SCHED. FEE	0	0	549
SPONSORS	0	599	1,500
SUMMER CAMP	0	919	0
TOURNAMENTS	5,890	0	0
USA T-SHIRTS	(610)	0	0
UNIFORMS	8,347	15,958	16,500
TOTAL SELECT EXPENSES:	16,675	21,316	23,779

WESTCREEK FIELDS:			
CONTRACT LABOR	0	3,076	3,750
ELECTRIC	69	228	180
EQUIPMENT RENTAL	607	0	0
FERTILIZER	1,902	2,195	2,000
FIELD EQUIPMENT	330	60	300
FIELD SUPPLIES	3,181	3,361	2,725
IMPROVEMENTS	10,740	2,227	1,250
LIME	535	0	0
MOWING	1,804	120	250
NETS	0	0	210
TOILETS	1,402	1,117	1,300
TRASH REMOVAL	384	670	600
WATER	6,215	2,748	4,000
TOTAL WESTCREEK EXPENSES:	27,170	15,802	16,565

CIRCLE C FIELDS:			
CONTRACT LABOR	0	3,076	3,750
EQUIPMENT RENTAL	360	660	720
FERTILIZER	1,509	1,715	2,000
FIELD EQUIPMENT	72	60	100

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

	ACTUAL FY 90-91	ACTUAL FY 91-92	FY 1992-93 BUDGET
FIELD SUPPLIES	1,665	2,378	2,725
IMPROVEMENTS	859	1,941	1,250
MOWING	193	0	0
NETS	662	0	210
OTHER EXPENSE	105	0	0
TOILETS	1,001	1,512	1,300
TRASH REMOVAL	0	0	0
WATER	1,447	3,921	4,000
TOTAL CIRCLE C EXPENSES:	7,873	15,263	16,055
 TOTAL EXPENSES:	 104,467	 112,403	 115,146
 EXCESS (DEF) OF REVENUES OVER EXPENSES	 (16,350)	 (792)	 0
 ENDING BALANCE:	 \$5,337	 \$4,545	 \$4,545



DRAFT 8/6/92

USE AND MAINTENANCE AGREEMENT
BETWEEN THE CITY OF AUSTIN AND
SOUTH AUSTIN YOUTH SOCCER ASSOCIATION
FOR SLAUGHTER CREEK METROPOLITAN PARK SOCCER COMPLEX

This Agreement, entered into this the _____ day of _____, 1992, is between the City of Austin Parks and Recreation Department ("City" or "PARC"), acting by and through its duly authorized representative, Michael J. Heitz, AIA, Acting Director, and South Austin Youth Soccer Association ("SAYSA"), acting by and through its duly authorized representative, Rosa Downs, President.

WHEREAS, due to mutual benefits, the City of Austin has a long-time policy of allowing non-profit youth sports organizations the term use of City lands, particularly parklands, for purposes of developing youth sports facilities and operating youth sports programs; and

WHEREAS, SAYSA has been allowed through a separate agreement with the City such use of the six soccer fields and their related parking lots in Slaughter Creek Metropolitan Park ("Fields" or "Complex") since they were constructed, and will be allowed use of the seventh soccer field when its construction is completed at the Complex, as shown on Exhibit "A"; and

WHEREAS, that agreement has expired, and both parties wish to enter into another for the same purposes; and

NOW, THEREFORE, the parties agree as follows:

SECTION I
TERM

The term of this Agreement shall be for a three (3) year period from the date of execution, renewable for one additional three year (3) period upon consent of the City.

SECTION II
RESPONSIBILITIES OF SAYSA

- A. The City agrees to permit SAYSA the use of the Complex for organized SAYSA youth league team play. The City also agrees to permit SAYSA to schedule other soccer league teams, both adult and youth, that request field play time, to the extent that the integrity and good quality of the Fields, as determined by the City, are not threatened. SAYSA shall give scheduling preference to youth over adult teams. Otherwise, SAYSA shall schedule other team requests on a first come, first served basis.

- B. SAYSA shall have posted at the Complex at all times and in plain view during the playing season a current game schedule. During all unscheduled and non-curfew times, the Complex shall be available for use by the public for all forms of informal recreation which are not damaging to the playing fields or any of the Complex improvements.
- C. SAYSA shall be permitted the recovery of its maintenance expenses through charges collected from teams scheduled for play. City-sponsored events shall be without cost to the City. Such payments shall be based on real maintenance costs, shall be approved in writing by PARD, shall in no way provide SAYSA with any undue profits, and may be adjusted from time to time by PARD to reflect changing maintenance costs.
- D. SAYSA must submit for PARD's approval all plans and specifications for any new improvements to the Complex. SAYSA must simultaneously submit for PARD's approval a plan for the amortization of the cost of such improvements. Upon approval by PARD, the improvements may be made by SAYSA at the sole expense of SAYSA. All such improvements are the property of the City, in the care and custody of SAYSA during the term of this Agreement. SAYSA shall no power or right to establish liens on the property.
- E. SAYSA shall be responsible for all year-round maintenance related to the Complex, including but not limited to the following. These responsibilities extend to the playing fields, the adjoining parking lots, and a limited area adjacent to the fields which is used by SAYSA.
1. Irrigation and turf maintenance sufficient to ensure a vigorous turf able to withstand drought conditions.
 2. Maintenance and repair of the irrigation system.
 3. Year-round mowing, including weekly mowing during the turf growing season. SAYSA shall also mow a minimum twenty-foot wide strip around the periphery of each field.
 4. Litter pickup and removal from the vicinity of the Complex and the parking areas within 24 hours after a SAYSA event or other event scheduled by SAYSA.
 5. Adequate provision of portable toilets and toilet servicing for scheduled events until permanent restroom facilities are available.

6. Performance of regular inspections to ensure that the fields are safe and suitable for play prior to all scheduled games. SAYSA shall keep a written record of such inspections. Any conditions which threaten the health or safety of users or the public shall be corrected immediately upon SAYSA's becoming aware of such conditions.
7. SAYSA shall use an integrated pest management system approved by PARD to ensure minimal impacts of herbicides and pesticides on the environment.
- F. SAYSA shall submit to PARD by February 1st of each year a complete financial statement, in a form provided or approved by PARD.
- G. SAYSA shall be responsible for all costs associated with the Complex, including utility payments.
- H. All parking shall be in designated areas approved by PARD. SAYSA shall continue to investigate and implement measures to address the parking problem during soccer games, such as car-pooling, off-site parking following drop-off, shuttle buses, and physical parking improvements.
- I. SAYSA shall be bound by all City ordinances pertaining to parks, including but not limited to the prohibition of glass containers and of the sale or consumption of alcoholic beverages, and respect for curfew.
- J. Naming of individual fields or of the Complex may be made official only by the City Council pursuant to the City's "Policy and Procedures for the Naming of Public Facilities."

SECTION III RESPONSIBILITIES OF THE CITY

- A. The City agrees to limit soccer practice by organized league teams at the Complex.
- B. In the event that SAYSA, subsequent to PARD's approval, installs lighting, SAYSA shall be responsible for the associated utility costs, and the City shall be responsible for maintenance of such lighting.

- C. Upon completion of the new park improvements in the vicinity of the Complex, the City shall be responsible for all maintenance related to the improvements including litter control on the northernmost parking lot, as shown on Exhibit "A", which will also be maintained by SAYSA per Section II.E. above.

SECTION IV INSURANCE

SAYSA shall carry and maintain in effect liability and property damage insurance with the City named as an additional insured on the policy. SAYSA shall maintain general liability insurance with minimum limits of \$500,000 bodily injury and \$100,000 property damage for each occurrence and \$500,000 contractual liability insurance. Upon the effective date of this Agreement and with the annual renewal of such insurance, SAYSA shall provide a current copy of the insurance policy to the City. The City shall have the right to increased coverages, as reasonably determined by the City's risk manager.

SECTION V TERMINATION

- A. Either party may terminate this Agreement should the other party fail to perform substantially as agreed through no fault of the non-breaching party. Should SAYSA fail to properly fulfill its obligations under this Agreement in a timely manner, or should SAYSA violate any of the provisions of this Agreement, then the City shall notify SAYSA in writing of the specific violation(s) of the contract. SAYSA shall have 30 days from receipt of this notice in which to cure any such violation. If the violation cannot reasonably be cured within this 30-day period as determined by the City, and SAYSA has diligently pursued such remedies as shall be reasonably necessary to cure such default, then the parties may agree in writing to an extension of the period in which the violation must be cured.
- B. If, however, SAYSA has not cured the violation within the time provided as specified in the written notice or any extension of such time, then the City, at its sole option, shall have the right to terminate this Agreement. This termination shall be made by sending written notice of termination to SAYSA. This "Notice of Termination" shall be effective for all purposes when deposited in the U.S. Mail, postage prepaid, and mailed certified mail, return receipt requested or when hand delivered to the SAYSA president.

- C. Should the City assume responsibility for the Complex, SAYSA shall not be liable for any claims, injuries, or losses resulting solely from the negligent acts or omissions of the City, its employees or agents as of the date of the "Notice of Termination."

SECTION VI
LIABILITY AND INDEMNIFICATION

SAYSA shall indemnify and hold harmless the City, its employees, and agents against any claims, causes of action, personal injuries, or damages, including, but not limited to, reasonable attorneys' fees from, or in connection with, the negligent acts or omissions of SAYSA, or SAYSA's agents, employees, contractors, or subcontractors in the execution of its duties set forth herein.

SECTION VII
ASSIGNMENT OF AGREEMENT

This Agreement shall not be assignable without the express written consent of the City.

The Agreement shall be effective upon execution by all parties.

CITY OF AUSTIN

By: _____
Michael J. Heitz, AIA, Acting Director
Parks and Recreation Department

SOUTH AUSTIN YOUTH SOCCER ASSOCIATION

By: _____
Rosa Downs, President

APPROVED AS TO FORM:

By: _____
Raul Calderon
Assistant City Attorney



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Request from St. Andrew's School

St. Andrew's Episcopal School, south and west of Bailey Park, will expand their campus in the coming year, and wishes to create a new entry and drive on the north side of the school. Additionally, the school is required to add parking for teachers and staff.

In 1982, the right of way for Bailey Lane, west of the park, and a 100' section of 32nd Street, south of the park, were vacated. The Bailey Lane right of way was divided between the park and the school. The entire 100' of 32nd Street right of way was added to the park.

The new access drive would be built on the former Bailey Lane right of way, now school property, and the 100' section of former 32nd Street right of way, which is parkland. Reinstatement of the road will provide better circulation around Bailey Park and will constitute an improvement for the park. St. Andrew's School has proposed to bear the cost of the drive improvements, and will revegetate a portion of the park still occupied by the old Bailey Lane pavement.

RECOMMENDATION

I recommend approval of roadway improvements on approximately 100' of parkland south of Bailey Park, to enhance circulation around the park.

Please contact me if you require additional information.

James M. Heitz, for

Michael J. Heitz, AIA, Director
Parks and Recreation Department

LAW OFFICES
MCGINNIS, LOCHRIDGE & KILGORE, L.L.P.

2850 TEXAS COMMERCE TOWER
600 TRAVIS STREET
HOUSTON, TEXAS 77002
(713) 227-6000
FAX (713) 222-2916

1300 CAPITOL CENTER
919 CONGRESS AVENUE
AUSTIN, TEXAS 78701
(512) 495-6000
FAX (512) 495-6093

8300 CHARLES COURT
205 NORTH PRESA STREET
SAN ANTONIO, TEXAS 78205
(512) 226-1231
FAX (512) 226-1019

WRITER'S DIRECT DIAL NUMBER:

(512) 495-6011

December 1, 1992

DEC 01 1992

VIA HAND DELIVERY

Parks & Recreation Department
City of Austin
Austin, Texas

PARKS AND RECREATION
CITY OF AUSTIN

Re: Bailey Park

Dear Ladies and Gentlemen:

St. Andrew's School plans to construct additional facilities to serve children attending its school. These facilities will include a gymnasium, library, and other educational facilities. As a part of the planned construction, St. Andrew's intends to construct an access road on its property which is adjacent to Bailey Park. Representatives of St. Andrew's have discussed with the staff of the Parks & Recreation Department certain parking and landscaping improvements which it believes will enhance the public access and use of Bailey Park and will be compatible with the planned St. Andrew's improvements.

St. Andrew's requests that the Parks Board approve the paving and landscaping on the vacated 32nd Street and Bailey Lane as shown on the attached sketch. All improvements will be made under supervision of the staff of the Parks & Recreation Department and will meet all applicable City and Parks standards and requirements.

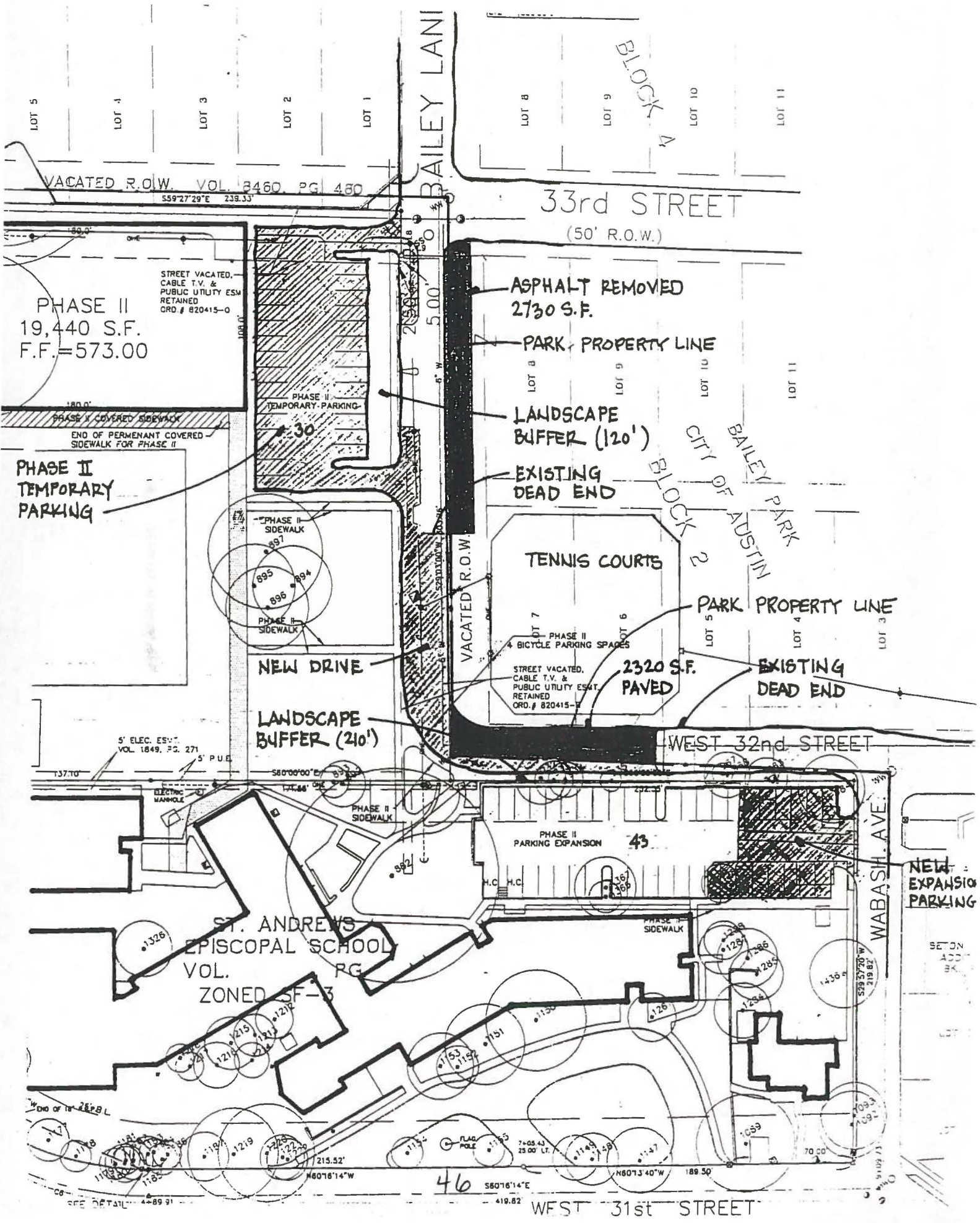
Thank you for your consideration in this matter.

Sincerely yours,



William H. Bingham
on behalf of St. Andrew's Episcopal
School

WHB/cb



VACATED R.O.W. VOL. 8460, PG. 480
S59°27'29"E 239.33'

33rd STREET
(50' R.O.W.)

PHASE II
19,440 S.F.
F.F.=573.00

ASPHALT REMOVED
2730 S.F.
PARK PROPERTY LINE

LANDSCAPE
BUFFER (120')

EXISTING
DEAD END

PHASE II
TEMPORARY
PARKING

PHASE II
TEMPORARY PARKING

TENNIS COURTS

CITY OF AUSTIN
BLOCK 2
BAILEY PARK

PARK PROPERTY LINE

2320 S.F.
PAVED

EXISTING
DEAD END

NEW DRIVE

LANDSCAPE
BUFFER (240')

WEST 32nd STREET

5' ELEC. ESMT.
VOL. 1849, PG. 271
5' P.U.E.

PHASE II
PARKING EXPANSION
43

ST. ANDREW'S
EPISCOPAL SCHOOL
VOL. 1849, PG. 271
ZONED SF-3

NEW
EXPANSION
PARKING

SET ON
ADD
SK

WEST 31st STREET

46

580'16"14"E
419.82

N60°13'40"W
189.50'

N60°16'14"W
215.52'

S29°57'20"W
219.82'

S29°57'20"W
219.82'

70.00'

70.00'

70.00'

70.00'

70.00'

70.00'

70.00'

70.00'



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Construction of single slip boat dock with deck over, at 4811 Palisade Drive.
File # SP-92-0414DS(U1)

A request has been received from Rusty Signor, on behalf of Wayne Harwood, to construct a single slip boat dock with deck over, at 4811 Palisade Drive.

The Parks and Recreation Board, at their meeting held on April 22, 1980, gave their approval to the construction of 18 clustered boat slips within the Cliffs over Lake Austin subdivision. The approval required that requests for each individual boat dock be submitted with sealed engineering plans, and that the boat slips be constructed in accordance with the plans originally approved by the Board. A copy of the minutes of this meeting are attached.

This request is for the construction of the 9th slip of the 18 approved. The applicant has submitted revised plans that are sealed by a professional engineer and that are in accordance with the plans approved by the Board in 1980. This project meets the requirements of Article VI, Division 4, Part E (Requirements for the Construction Of Boat Docks) of the Land Development Code (including all amendments).

Recommendation

I recommend approval of the request to construct a single-slip boat dock at 4811 Palisade Drive, in accordance with Site Plan # SP-92-0414DS(U1).

If I can provide you with any additional information, please contact me.

James M. Olivas, for
Michael J. Heitz, AIA, Director
Parks and Recreation Department

D I S T R I B U T I O N M E M O R A N D U M 10-NOV-1992

TO: COMMENT DUE DATE: 17-NOV-1992
 FROM: SITE PLAN REVIEW DIVISION/PLANNING DEPT
 SUBJECT: DEVELOPMENT PERMIT ONLY SP-92-0414DS

PROJECT: WAYNE HARWOOD BOATDOCK

4811 PALISADE DR

CASE MANAGER: OSKOUIPOUR, JAVAD 499-2639

APPLICATION DATE: 9-NOV-1992

ZIP: 78731 FULL PURPOSE
 WATERSHED: Lake Austin RURAL WATER SUPPLY

OWNER: HARWOOD, WAYNE K. (512)452-5823
 4811 PALISADE DRIVE AUSTIN, TX 78731

CONTACT: WAYNE K. HARWOOD
 AGENT: SIGNOR, RUSTY (512)327-6064
 5524 W. BEE CAVE AUSTIN, TX
 CONTACT: RUSTY SIGNOR

SITE PLAN AREA: 0.008 ACRES (370 SQ FT)
 UTILITY OR STORM SEWER LENGTH: 0 LINEAR FEET

EXISTING ZONING: SF
 EXISTING USE: BOATDOCK

TRACT	ACRES/SQ FT	PROPOSED USE
0.000/	0	BOATDOCK

RELATED CASE NUMBERS (IF ANY):

OTHER PROVISIONS:
 QUALIFIES AS A SMALL PROJECT
 TIA IS NOT REQUIRED
 FEE RECEIPT #: 1185235

SUBD NAME: THE CLIFF OVER LAKE AUSTIN II
 BLOCK/LOT: BLOCK B, LOT 60
 PLAT BOOK/PAGE: BOOK 80, PAGES 33-34

PARCEL #:

VARIANCES/WAIVERS, BONUSES:

REVIEW COMMENTS

TO: SITE PLAN PROCESSING

CASE MANAGER: Oskouipour, Javad

FROM: FILE NUM: SP-92-0414DS

PROJECT NAME: WAYNE HARWOOD BOATDOCK

LOCATION: 4811 PALISADE DR

DUE DATE: 17-NOV-1992

REVIEWER: MARSH, PETER

DATE: 17-NOV-1992

PD 1. The approval for the construction of 18 boat slips within the Cliff over Lake Austin Subdivision was given by the Parks and Recreation Board at their meeting held on April 22, 1980. The approval required that requests for individual boat docks be submitted with sealed engineering plans and that the boat docks be constructed in accordance with the plans originally approved by Board on January 22, 1980.

PD 2. It appears from the drawing that a sun deck is proposed over the boat dock. How is access gained to this deck?

PD 3. This request has not been approved by the Parks and Recreation Board. It will be presented to the Board for consideration after sealed engineering drawings, in accordance with PD 1 above, have been submitted.

PD 4. Section 13-2-793(b)(2)(B)(3) of the City Code requires that for structures 50' or longer, navigation light stations be provided that are not more than 25' from any other light station. Because these individual docks are 13.5 feet each dock should be provided with a navigation light station. Light stations every other dock would give a 27' spacing, which is in excess of the required 25' spacings.

Date: November 5, 1992
To: Director Parks and Recreation Department
From: Signor Enterprises Inc.
Subject: Dock permit, legal address: Lot 60, Block B, The Cliff Over Lake Austin - II Subdivision.

We are requesting approval of our residential boat dock plans at 4811 Palisade for construction in December 1992.

The slips are to be built from CCA pilings.

This additional construction should not adversely affect any shoreline erosion, drainage, or other environmental concerns.

Thank you for your consideration.


Rusty Signor

Date: November 5, 1992, 1992
To: City of Austin
From: Signor Enterprises Inc.
Subject: Summary letter for the Harwood boat dock at 4811 Palisade Drive

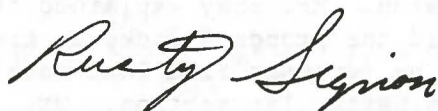
This project is in the Lake Austin Watershed as the average lake level at the proposed location is 492.8.

No impervious cover is to be proposed.

All of the project will be constructed by a shore based crain and pile driver, so no trees will be cleared.

The construction process will be: first the CCA pilings are driven, the lower deck will be built then the roof structure.

Thank you,



Rusty Signor



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Construction of two-slip boat dock at 2940 Oestrick Lane
File # SP-92-0405DS(U1)

A request has been received from Balderach and Company, on behalf of Russell Thompson, to construct a two-slip boat dock with a partial deck and roof over together with approximately 117 feet of reinforced concrete bulkhead, at 2904 Oestrick Lane.

The revised plans submitted by the applicant have addressed all the concerns raised in the original review by Parks and Recreation Department staff.

The project and the site plans now meet the requirements of Article VI, Division 4, Part E (Requirements for the Construction Of Boat Docks) of the Land Development Code (including all amendments).

Recommendation

I recommend approval of the request to construct a two-slip boat dock with partial deck and roof over and approximately 117 feet of reinforced concrete retaining wall at 2904 Oestrick Lane, in accordance with Site Plan # SP-92-0405DS(U1) with the following condition:

1. The existing boat dock located approximately 60' from the north property line be removed completely prior to the construction of the new boat dock.

If I can provide you with any additional information, please contact me.

James M. Olvera, for
Michael J. Heitz, AIA, Director
Parks and Recreation Department

D I S T R I B U T I O N M E M O R A N D U M

3-NOV-1992

TO: COMMENT DUE DATE: 10-NOV-1992
FROM: SITE PLAN REVIEW DIVISION/PLANNING DEPT
SUBJECT: DEVELOPMENT PERMIT ONLY SP-92-0405DS

PROJECT: THOMPSON HOMESTEAD BOAT DOCK

2940 OESTRICK LA

CASE MANAGER: OSKOUIPOUR, JAVAD 499-2639

APPLICATION DATE: 2-NOV-1992

ZIP: 78733

WATERSHED: Lake Austin

FULL PURPOSE
SUBJ TO COMP WATERSHED ORD

OWNER: THOMPSON, RUSSELL R. (512)263-4012

2940 OESTRICK LANE AUSTIN, TX 78733

CONTACT: RUSSELL R. THOMPSON

AGENT: BALDERACH & COMPANY (512)472-8794

508 OAKLAND AUSTIN, TX 78703

CONTACT: RON BALDERACH

SITE PLAN AREA: 0.021 ACRES (899 SQ FT)
UTILITY OR STORM SEWER LENGTH: 0 LINEAR FEET

EXISTING ZONING: RI
EXISTING USE: RESIDENTIAL

TRACT	ACRES/SQ FT	PROPOSED USE
	0.000/ 0	BOAT DOCK

RELATED CASE NUMBERS (IF ANY):

OTHER PROVISIONS:

QUALIFIES AS A SMALL PROJECT

TIA IS NOT REQUIRED

FEE RECEIPT #: 1185208

SUBD NAME: RIVER TERRACE LOT 1

BLOCK/LOT:

PLAT BOOK/PAGE:

PARCEL #:

VARIANCES/WAIVERS, BONUSSES:

REVIEW COMMENTS

TO: SITE PLAN PROCESSING CASE MANAGER: Oskouipour, Javad
FROM: FILE NUM: SP-92-0405DS
PROJECT NAME: THOMPSON HOMESTEAD BOAT DOCK
LOCATION: 2940 OESTRICK LA
DUE DATE: 10-NOV-1992
REVIEWER: PETER MARSH

DATE: 17-NOV-1992

PD 1. Only 20% of the shoreline can be developed, a maximum of 33.4'. If claiming an exemption under the "grandfather clause" a copy of the original subdivision plat must be provided.

PD 2. If the total development (existing dock and new dock) exceed 20% the old dock must be removed before construction starts on the new dock.

PD 3. Show the location and length of the proposed retaining wall/bulkhead if it is proposed to extend beyond the width of the proposed boat dock.

PD 4. All of the boat dock must be outside the 10' side property line set back.

PD 5. Bulkhead detail (Sheet A10) should provide adequate engineering design. It is recommended that the design include additional reinforcing, weep holes near the base, and free draining backfill material behind the wall. The quantity of backfill material behind the wall must also be provided.

PD 6. The 'Photocell' units indicated at the outside corners of the bat dock must be navigation light stations installed and operated in accordance with the City Code.

PD 7. Details of the spread footings and the post connections to the footings must be provided. An indication of the soil conditions must also be provided.

PD 8. This application has not been reviewed or approved by the Parks and Recreation Board. It will be submitted to the Board for their consideration when the additional information has been provided.



**BALDERACH
and Company**

architects - builders

508 Oakland Austin, Texas

512/472-8794 78703

9 October 1992

Parks & Recreation Department
1500 W Riverside Dr
Austin, TX 78704

Dear Director,

Balderach & Company is planning to build a boathouse and bulkhead along the shoreline of 2940 Oestrick Lane, Austin, Texas 78733, Lot 1, River Terrace Subdivision.

We propose to begin construction in January 1, 1993.

Sincerely,

Ron Balderach
Balderach & Company



**BALDERACH
and Company**

architects - builders

508 Oakland Austin, Texas

512/472-8794

78703

THOMPSON (EXHIBIT I)
BOATHOUSE PERMIT

10/1/92

Balderach & Company requests a building permit for the construction of a boat dock and bulkhead at 2940 Oestrick Lane on Lake Austin.

This shoreline modification will not gain any dry land into the lake beyond that within the existing property limits that have been eaten away by erosion.

- The development of the bulkhead will enhance the character of the lakeshore by preventing any further erosion and damage along the site. It will also save several trees that are presently in danger of falling into the lake due to erosion and stabilize the large trees along the shoreline.

Further, the design of the bulkhead forms a wavy curve along the shoreline which will help considerably to minimize wave return.

The boathouse design also incorporates an existing pier structure that will be upgraded from its poor condition into a stable structure.

Respectfully submitted,

Ron Balderach
Balderach & Company

908 Christopher (04)
Business: Texaco Chemical

f. Erma Linda Cruz-Torres
910 Gullett (02)
Business: San Juan Child
Development Center

HF

- Members Emeritus:**

5. REPORTS AND RECOMMENDATIONS PRESENTED TO THE CITY COUNCIL FROM OCTOBER 1991 THROUGH SEPTEMBER 1992

Recommended approval of electric easement through part of the Upper

Bull Creek Greenbelt for Pedernales Electric Cooperative.

Recommended approval of a Veloway Maintenance and Operation Agreement with Circle C Development Joint Venture.

December 1991

Recommended approval of fund transfer from the Golf Enterprise Fund ending balance for golf course improvements at Hancock, Jimmy Clay and Morris Williams Golf Courses.

January 1992

Recommended acquisition of 8.58 acres in the Upper Bull Creek Greenbelt.

Recommended acceptance of a grant from the Texas Commission on the Arts for an Art in Public Places project in the amount of \$3,222.

Recommended approval of naming the flying field at Lake Walter E. Long Park in honor of Mr. Charles J. Lester.

Recommended approval of the purchase of tracts totaling 371 in the upper Bull Creek Watershed.

Recommended acceptance of a grant in the amount of \$1,900 from the Texas Commission on the Arts for a traveling visual arts exhibit.

Recommended acceptance of a grant in the amount of \$1,217 from the Texas Committee on the Humanities for a lecture and exhibit related to O. Henry.

February 1992

Recommended approval of purchase 151 acres in the upper Bull Creek Watershed (Franklin Tract).

Recommended that the major priorities for improvements on the Town Lake Hike and Bike Trail be trail repairs, erosion control and replacement of pedestrian bridges.

Recommended approval of the Fern Bluff MUD, Third Consent Agreement Amendment.

Recommended approval of proposed cemetery fee increase.

March 1992

Recommended approval of a contract for maintenance of medians and triangles.

Recommended approval of a contract to perform Phase III renovation of the Lundberg Bakery.

Recommended approval of naming Softball Complex as Roy G. Velasquez, Sr.

April 1992

Recommended acceptance of a \$25,000 grant from the Meadows Foundation for restoration work at the Lundberg Bakery.

Recommended establishing a 10 mph speed limit on the Town Lake hike and bike trail.

May 1992

Recommended acceptance of \$500,000 in grant funds from the Texas Parks and Wildlife Department for a swimming pool and other recreational facilities at Dove Springs District Park.

Recommended acceptance of a \$2,500 grant from the Texas Commission on the Arts for professional development.

Recommended amending the 1991-92 general fund operating budget for additional fee-based programs at the Dougherty Arts Center, the Austin Nature Center and nine recreation centers.

Recommended completion of repairs and maintenance of Barton Springs Pool and opening the pool as soon as possible for the summer swim season.

Recommended approval of Interlocal Agreement with Travis County for Park Police support at Palm Park.

Recommended approval of a 45 acre easement for a regional stormwater management pond at Dick Nichols park.

Recommended approval of a 2,574 square foot license agreement for a wastewater lift station for Northwest Travis County MUD No. 1 in the Upper Bull Creek Greenbelt.

Recommended that the parking lot at Palmer Auditorium not be used for paid parking or as parking reserved for the Convention Center.

Recommended approval of funding for the "Reach for the Sky" climbing wall project.

Recommended continuing year-round access to Barton Springs Pool as a right and benefit to all citizens of Austin.

Recommended approval of \$130,000 in CDBG funding for the Govalle

ballfields and \$750,000 in CDBG funding for Colorado River Park.

June 1992

Recommended approval to cancel a reservation of parkland at the request of the Texas Botanical Garden Society.

Recommended extension of the ban on glass containers to the Barton Creek Greenbelt.

Recommended acceptance of a \$25,971 grant from the Capital Area Planning Council for the Senior Nutrition Program.

Recommended approval of an Interlocal Agreement with the Austin Independent School District to prepare meals for the Senior Nutrition Program.

Recommended approval of a contract award for Emma Long Metropolitan Park Wastewater Treatment Improvements.

Recommended delay of approval of a 2.363 acre sanitary sewer easement and 6.147 acre temporary construction easement in Town Lake Park and Zilker Park for the South Austin Outfall Project Phase 2.

Recommended approval of a 25 foot wide sanitary sewer easement and 15 foot wide parallel temporary construction easement in Rosewood park for wastewater improvements in east Austin.

Recommended approval of a beverage container deposit ordinance for Austin.

Recommended appeal of the current state court ruling on the Sandy Beach Reserve Access case.

July 1992

Recommended naming an unnamed park in the former North Central Austin Growth Corridor MUD as Gracywoods Neighborhood Park.

Recommended approval of the proposed Senna Hills MUD District Consent Agreement Amendment.

August 1992

Recommended increased funding for the Parks and Recreation Department including \$206,000 for new facilities and parks coming on line and also increased funding for Community Education, Recreation Center Hours, Aquatic Programs and the Austin Area Garden Center.

Recommended funding priorities for the 1992-93 Capital Improvements Program.

September 1992

Recommended approval of dedicating all remaining undedicated land at Austin Memorial Park cemetery for cemetery purposes.

Recommended approval of the proposed Northwest Austin MUDs 1 & 2 Consent Agreement.

Recommended approval of allowing 113.7 acres to be annexed into the Water Control and Improvement District #10.

Recommended approval of cemetery fees.

Recommended increasing funding for youth related programs by \$362,000 in the 1992-93 PARD budget.

Recommended funding for a five year management plan and tree inventory in the 1993-94 budget.

Recommended creation of a Waterfront Planning Advisory Subcommittee of the Planning Commission composed of members of the Water and Wastewater Commission; Parks and Recreation Board; Planning Commission and Environmental Board.

Recommended approval and construction of the Zilker Loop extension of the Town Lake Hike and Bike Trail.

Recommended creation of a Park Zone for reduced speed on Barton Springs Road in Zilker Park.

NUMBER OF MEETINGS HELD

24

7. ATTENDANCE

(see attached sheets)

8. NUMBER OF PUBLIC HEARINGS HELD

Four including Grant Application Submission to Texas Parks and Wildlife, Lighting on Town Lake, Town Lake Trail Improvements and separate Hike and Bike Trails. Extensive public comment was also taken on Concessions, the Bond Election, the Operating Budget and Park Police/Urban Rangers.

9. NAVIGATION

The Parks and Recreation Board acted on 19 navigation items.

10. TOUR MEETINGS

The Parks and Recreation Board toured the following dates and locations:

January 13, 1992 - Dick Nichols Park
January 21, 1992 - Dougherty Arts Center
May 13, 1992 - Umlauf Sculpture Garden
August 19, 1992 - Commons Ford Ranch

11. EXPENSE

\$31,068.26 Total

This includes \$859.53 for postage; \$94.29 for office supplies; \$1,818.44 for photocopying and \$28,296 for staff.

12. CITY PERSONNEL WHO REGULARLY ASSIST THE COMMISSION

- a. Michael J. Heitz, Director, Parks and Recreation
- b. Jesus M. Olivares, Deputy Director, Parks and Recreation
- c. Carolyn D. Nelson, Deputy Director, Parks and Recreation
- d. Jody Hamilton, Staff Support Services Supervisor II, PARD
- e. Robert Sopronyi, Division Manager, Programs
- f. Stuart Strong, Principal Planner, Planning and Design
- g. Peter Marsh, Engineering Associate II, Planning and Design
- h. Carolyn Kelley, Landscape Architect I
- i. Donna Bohls, Executive Secretary

13. FUNCTIONS OF THE BOARD WHICH ARE DUPLICATED BY ANY OTHER COMMISSION

There are no other boards that duplicate the functions of the Parks and Recreation Board.

14. RECOMMENDATIONS

The Parks and Recreation Board very strongly recommends that the Board be continued as we feel it is a very vital liaison between the community and the City Council in matters involving parks and recreation services for the citizens of Austin.

**1992-93 PARKS AND RECREATION BOARD GOALS
BY COMMITTEE**

Concessions Committee

1. Study train concession in Zilker Park.
2. Refine concession policy and submit it to Austin City Council for adoption.

**Concessions Committee Membership
1992-93**

Neil Iscoe, Chair
Erma Linda Cruz-Torres
Eleanor McKinney

Land and Facilities Committee

1. Advocate for regular use of CDBG funding for parks projects.
2. Study the need for additional public access for the Barton Creek greenbelt.
3. Continue working for completion of Bull Creek greenbelt.
4. Implement project review process through all phases. Status on all projects in process monthly or quarterly.

Long Range Three to Five Year Goal

1. Follow status of all facilities and land acquisitions projects approved by voters in the bond election utilizing CDBG funds where appropriate.

**Land and Facilities Committee Membership
1992-93**

Neil Iscoe, Chair
Erma Linda Cruz-Torres
Eleanor McKinney

Navigation Committee

1. Monitor the number of watercraft on Town Lake in order to have information for planning and to prevent overcrowding.
2. Continue working for the removal of safety hazards in Town Lake.
3. Identify safety hazards on Lake Austin by monitoring Lake Austin with Park Police and receiving their input.
4. Study the need for additional public access on Lake Austin.
5. Stress the continued decrease of gasoline powered engines on Town Lake and monitor the use of power boats on the lake. Request electric motors to be used when possible.
6. Decrease the number of waivers issued for the use of gasoline powered boats on Town Lake. Benchmark established in 1991-92 with monitoring to continue in 1992-93.

Navigation Committee Membership 1992-93

Ron Cartlidge, Chair
James Crump

Program Committee

1. Increase the volunteer workforce by 15% in PARD related activities, Cultural Affairs and Programs Division by the completion of FY 1992-93.
2. Increase annually by 15% the number of eligible youth utilizing PARD programs.
3. Increase by 15% the number of programs available for youth by the end of the fiscal year.
4. Assist the Department in obtaining a high level working relationship with state, county, local school districts and other agencies.
5. Utilize the public information office to promote all Cultural Affairs and Programs Division activities.
6. Improve attendance at PARD related activities to show Board representation and support.
7. Use innovative activities and alternative sports to challenge targeted youth through PARD's Adventure Programs and the Austin Nature Center.
8. Support "Rites of Passage" programs.

Programs Committee Membership 1992-93

Albert Black, Chair
James Crump
Erma Linda Cruz-Torres
Eliza May

The motion passed 5-0.

DIRECTOR'S REPORT

Mike Heitz provided information to the Board regarding the status of the Dove Springs Park/Pool project. He reported that the initial bids received exceeded the project budget. These bids were rejected in order to find out from the contractors why the project had been bid so high. The Director attended a neighborhood meeting at Widen Elementary to hear comments from the area residents about the park. The project is scheduled to be re-bid early next year. Hopefully the bids will be more in line with the original budget. Mr. Heitz is also exploring possible additional funding options. Travis County Commissioners have pledged the interest from their initial contribution toward the pool to help with the additional costs. Mr. Heitz's goal is to build the most possible for the money that is available. Victor Aquino, Christina Chavez and Harley Weid all addressed the Board about neighborhood concerns regarding the park amenities promised to the area residents.

APPROVAL OF MINUTES

Albert Black moved and Beverly Griffith seconded a motion to approve the

Minutes of November 10, 1992. The motion passed 4-0-1 with James Crump abstaining. He was absent at the 11/10 meeting.

ITEMS FROM BOARD MEMBERS

Each subcommittee chair was asked to respond to their section of the Parks Board audit. The target date for this is December 8, 1992.

There being no further business the meeting stood adjourned at 10:20 p.m.

Audit Report

**EFFECTIVENESS OF
PARKS AND
RECREATION BOARD**

November 1992

**Office of the City Auditor
Austin, Texas**

OBJECTIVES

- To determine whether the Parks Board is functioning effectively, and acting in accordance with Council policy directives.
- To identify opportunities for improvement.

METHODOLOGY

- Conducted interviews with the Mayor and each Council Member, the Parks Board Chairperson, and related PARD staff.
- Compiled a database of PARB agenda items and action taken by PARB for fiscal years 89-90, 90-91, and 91-92 through July 1992.

Some Parks Board customers do not see the Board as adding value--for a variety of reasons.

- Divergent views on the Board's role may have created an expectation gap between Council and the Board.
- Council has received some inconsistent messages from the Parks Board.

Recommendations:

- Council should re-evaluate the PARB enabling ordinance, clearly state role and range of responsibilities.
- Ensure that the Board's advice to Council is consistent on a single issue, or provide explanations when inconsistent.

BOARD RESPONSE:

- Annual report and workplan does not provide an adequate feedback loop for Council to review PARB effectiveness.

PARB Goals and Actions

	FY 89-90	FY 90-91	FYTD*
Total Initiatives			
Established in Workplan	13	18	27
Number of Initiatives			
With Final Actions** Taken	5	6	11

*As of July 28, 1992
 ***"Final Action" is defined as a vote during a Board meeting; whether approval, disapproval, resolution, or other action. This means that several "final action" votes may be taken toward accomplishment of a single initiative.

SOURCE: Audit analysis of PARB minutes and annual workplans.

Recommendations:

- Council should ensure that the performance review of City boards and commissions is carried out.
- Council should require annual reconciliation of board actions to initiatives.
- PARB should use the Board's annual workplan to ensure that initiatives are either accomplished or revised.

BOARD RESPONSE:

- PARB should limit the number of initiatives in any given year.

BOARD RESPONSE:

- The Board's methods for obtaining citizen input may be skewing its perspective on public views.

- Staff may need a mechanism for ensuring top management review and approval of Board assignments.

Recommendation:

- PARD's Director should provide guidelines for staff on how to handle Board members' informational requests, plan or design changes, and other routine occurrences.

MANAGEMENT RESPONSE:

Some Board functions which evolved historically are incongruent with the concept of recreation and leisure.

- Review and approve/disapprove permits for fill in Lake Austin, Town Lake, and Decker Lake.
- Approve/disapprove boat dock site plans.
- Grant variances for piers, wharves, or similar structures that fail to meet the 20% of shoreline requirement.

Recommendation:

- Council should consider ordinance revisions to eliminate duplications between PARB duties and those of other City boards and departments.

BOARD RESPONSE:

PARB compliance with the Council Resolutions to reduce use of staff time and with the Open Meetings Act may need strengthening.

- The Board has not complied with the request in a 1990 Council Resolution to reduce use of staff time.

Annual PARB Staff Costs Reported to Council

REPORT YEAR	STAFF COSTS REPORTED
FY 88-89	\$6,907.95
FY 89-90	5,345.19
FY 90-91	5,345.19

Audit Breakdown of Staff Time for Parks Board July 20-August 23, 1992

TOTAL ACTIVITY TYPE	HRS	% OF TOTAL	STAFF COST	% OF TOTAL
Meeting Preparation	60.32	47%	\$ 1,060	45%
Meeting Attendance	27.65	21%	556	24%
Meeting Follow-up	20.09	15%	330	14%
Special Assignment	21.64	17%	410	17%
TOTAL	129.70	100%	\$ 2,356	100%

SOURCE: Office of City Auditor Data Collection and Analysis

- Based on this data, the annual cost associated with staff support to the Board could run as high as \$28,000.

Recommendations:

- PARD should implement an accurate and reliable time tracking system for routinely identifying staff time devoted to boards and commissions.

MANAGEMENT RESPONSE:

- All costs of staff time devoted to boards and commissions should be accurately reported.

MANAGEMENT RESPONSE:

- Non-compliance with the Texas Open Meetings Act in effect nullifies actions taken by the Board.

Recommendation:

- PARB should take action only on agenda items.

BOARD RESPONSE:

The Board and department may be struggling with citizen controversy because of failure to re-evaluate existing policy guidance.

- The Board should consider resurfacing the Town Lake Comprehensive Plan for citizen comments
- The Board's enabling ordinance should be revised to define what constitutes a "plan" which, once approved by Council must be adhered to by staff.

Recommendation:

- Council should re-state the enabling ordinance language to define "plan."

Parks and Recreation Board Responsibilities

PARKS AND RECREATION RELATED RESPONSIBILITIES

- Serve as advisors to the City Council and the City Manager on acquisition, development, improvement, equipment, and maintenance of all parks and public playgrounds.
- Advise Council and City Manager on future development of public parks and public playgrounds.
- Study and recommend the purchase of additional land and sites.
- Advise Council concerning improvements in the maintenance, operation, general welfare, and use of public parks.
- Outline the general plan of development, including landscaping, roads, trails, buildings, and equipment of new parks and playgrounds, and submit to Council for approval; It shall be unlawful for any employee or department to deviate from such plans without resubmission to the board and Council.
- Seek to promote close cooperation between the City and all private citizens, institutions, and agencies interested in recreation.

NAVIGATION RESPONSIBILITIES

- Serve as advisors to the City Council on technical questions involving navigation.
- Serve as advisors to the City Council on technical questions involving such other activities involving Lake Austin, Town Lake, and Decker Lake, or other navigable bodies of water.
- Such other duties as the City Council may from time to time by ordinance or by resolution request of such board.
- Review and comment on applications for development permits involving Lake Austin, Town Lake, or Lake Long shoreline modification or dredging.
- Develop specific criteria for determining the navigational safety of proposed development as well as its impact on recreational and natural character of the lakes.
- Review and approve or disapprove permits for fills in Lake Austin, Town Lake, and Decker Lake
- Grant variances for piers, wharves, or similar structures to be erected nearer than 10 feet to any side property line, or to be a width greater than 20% of the shoreline width of the lot.
- Approve boat dock site plans which allow for clustering of docks on one or more lots in a subdivision.

SOURCE: Office of the City Auditor analysis of City ordinances.

DRAFT
SUMMARY

This report presents results of our audit of Austin's Parks and Recreation Department (PARD). The objectives of the audit were to determine whether management planning and controls are adequate to accomplish the department's goals and objectives and to ensure economic and efficient use of its resources. An additional objective was to determine whether the Parks and Recreation Board functions effectively.

Parks and Recreation Board

Some Parks Board customers have expressed a strong sense of dissatisfaction that the Board is not adding value to the process of providing park and recreation services. We identified some possible sources of this dissatisfaction. Among them, a primary concern is the divergent views of the Board's role held by Council, City staff, and the Board itself. In addition, customer dissatisfaction could be resulting from conflicting messages sent to Council, policy changes based on influence of pressure groups which may not represent the general public, and inadequate feedback mechanisms to ensure clear communication. To address these and other concerns, we recommend that the Board modify certain routine practices, and that the Council revise and clarify the Board's enabling ordinances.

CHAPTER 4

EFFECTIVENESS OF PARKS AND RECREATION BOARD

This chapter focuses primarily on the Parks and Recreation Board (PARB), but also addresses two other related board and commission issues. Specifically, the Board has been at the center of a considerable amount of controversy in recent years. In addition, during the audit, the Board was criticized by some of its "customers" who cited a variety of concerns. These customer groups include two which PARB is charged with advising--City Council and the City Manager (through the Manager's designee the Parks Department). Moreover, the public, with whom the Board is to promote cooperation, represents a third customer group. Of these, we focused primarily on the concerns expressed by the Council and the department. We identified several potential causes for these concerns, most of which involve a need to improve communication--between the Board and Council, and with PARD, as well as with the public.

Other recommendations include reviewing the wide range of the Parks Board's responsibilities, and strengthening the Board's compliance with City resolutions and the Open Meetings Act. The Board and PARD also need to re-evaluate existing policies and park development plans in light of changing citizen requirements.

Two additional issues relate to the 33 non-profit support groups loosely associated with PARD, and with arts-related funding controls. In addition to nine Council-appointed boards and commissions, PARD provides routine monthly support to 33 other non-profit support organizations. PARD should take steps to provide better guidance and clarify its relationship with these groups. As for arts-related grant funding, PARD and the Arts Commission should take steps to enhance accountability--both performance and financial--of the grantees.

OBJECTIVES, SCOPE, AND METHODOLOGY

The objectives of this portion of the audit were to determine whether the Parks and Recreation Board was functioning effectively, and acting in accordance with Council policy directives. Finally, our objective was to identify opportunities for improvement. To do this, we conducted interviews with the Mayor and each Council Member and with the Parks Board Chairperson, as well as with associated PARD staff. We also compiled a data base of all Parks and Recreation Board agenda items and minutes for fiscal years 89-90, 90-91, and FYTD 91-92 through July 28, 1992. We then used the data base to review types of actions taken (such as final actions, postponements, assignments to subcommittees) and track individual projects (e.g., concession policy, bond recommendations).

In addition, we identified other board-related issues during our audit survey which merit increased attention from PARD and Council. These issues relate

to: PARD's relationship with non-Council-appointed boards and commissions, and the need for additional controls over arts grants.

AUDIT COMMENTS

Some Parks Board customers do not see the Board as adding value--for a variety of reasons.

Interviews with Council Members and with City staff revealed a strong sense of dissatisfaction with the Parks Board. The general consensus was that the Board was not adding value to the process of providing park and recreation services. Some Council Members felt that the Board's decisions may be inappropriately swayed by a vocal minority of pressure groups. Others commented that the Board appeared to be inappropriately involving itself in departmental operations. Staff concerns about the Board derive from perceptions that the Board's last-minute changes and reversals have burdened staff with a significant amounts of rework.

Some sources of the customer dissatisfaction are detailed below. In summary, we identified divergent views of the Board's role, particularly among Council Members, but also among City staff. Another source of dissatisfaction may arise from conflicting messages sent to Council by the Board, as well as a lack of real accountability for Board actions. In addition, perceptions that the Board is influenced by pressure groups could be resulting from the limited opinion sampling technique--public hearings--used by the Board.

Divergent views on the Board's role may have created an expectation gap between Council and the Board. Specifically, although almost all Council Members agreed with the Board's role as advisory to the Council, we found some disagreements as to how this should be carried out.

Council Members' divergent views about the role of the Board may have a "trickle-down" effect on the Board's functioning. Specifically, we found that while a majority of Council Members felt that the board should have an advocacy role, three felt the Board was advocating more than advising. In addition, although several Council Members felt that the Board should play a "watchdog" role, or involve itself in policy and budget review, the opposite view was also expressed. Two Council Members also stated that the Board should not serve as a "governing body" for the Parks and Recreation Department.

While some inherent conflicts in these perspectives may be unavoidable, it would be advisable for the Council as a body to reconsider the Board's enabling ordinances and resolve as many conflicts as possible.

Council has received some inconsistent messages from the Parks Board. Another possible cause of the Council's dissatisfaction with the work of the Board could be the "mixed messages" the Board sends as advice. We identified some issues on which the Board sent more than one resolution to "advise

Council," on the same subject, with inconsistent content. Moreover, on some occasions, the Board would reverse its previous positions. These inconsistent messages could reduce Council's confidence in the Board, and hamper Council's ability to act on the Board's advice. Exhibit 4.X compares a series of Parks Board resolutions advising Council on projects for the planned 1992 bond election.

The Parks Board has also sent inconsistent messages to Council advising on budget and capital spending priorities, and reversing itself on fee increase proposals and recommendations for concession and other contracts.

When these resolutions are communicated to Council through visits from Board members, the apparent inconsistencies may be resolved orally. However, the method for communication varies, with some Board advice being transmitted in writing, and other recommendations being discussed with Council Members directly.

EXHIBIT 4.X
Parks Board Recommendations to Council
1992 Bond Issue

06/10/91	07/23/91	11/19/91	03/24/92	06/08/92
TEXT OF RESOLUTION: INTRODUCTION				
New Bond Election Priorities	Bd. referenced \$53.4M recommendation, and "clarify its position... in relation to other bond proposals"	"Reaffirm the necessity to address the following needs with adequate funding:"	"Recommend to Council that 47.28M be placed on the Bond election..." "Specifically"	"reaffirm our position in support of..."
	Parks bond should be placed on ballot apart from other bond proposal			
TEXT OF RESOLUTION: TOTAL \$ PROPOSED BY BOARD				
\$53.45M	Reference to prev. \$53.4M	No \$ referenced	\$47.28M	No \$ referenced

SOURCE: Audit analysis of Parks Board minutes FY 90-91 and FY 91-92

As depicted in Exhibit 4.X above, the Board's March 24, 1992 Bond Issue recommendations to Council referenced different dollar amounts than had been mentioned in previous resolutions.

Exhibit 4.X below compares the same successive Bond-related resolutions in terms of their priorities for programmatic capital projects. The text of the resolutions does not explain the shift in emphasis from recreation centers through March 1992 to a "Recreation Center/Sport Complex," plus "Opportunities for Youth projects and full funding for the downtown parks" by June of 1992.

EXHIBIT 4.X
Parks Board Recommendations to Council
1992 Bond Issue

06/10/91	07/23/91	11/19/91	03/24/92	06/08/92
TEXT OF RESOLUTION: YOUTH-AT-RISK, ADULT, SENIOR & ACCESSIBILITY				
\$2.5M Dove Spgs Rec. Ctr \$2.5M So Austin \$2.5M Parque Zaragoza \$2.95M Montopolis Sports Complex \$2.5M Rec Ctr Repairs \$1.0M Adaptive Accessibility \$1.0M Youth At Risk Special Facilities	"most urgent needs are.." Rec Ctr construction and renovation"	"additional Rec. Centers, Inner City Park Needs, Ballfields"	"\$11.88M for Youth/Senior Centers..."	"full-funding for the Rec. Ctr/ Sport Complex/ Oppties for Youth projects & full funding for the downtown parks."

SOURCE: Audit analysis of Parks Board minutes FY 90-91 and FY 91-92

However, the Board appears to hold to relatively congruent priorities in the portions of these successive resolutions which refer to the Barton Creek and Colorado River Basin projects addressed in these same resolutions to Council. In Exhibit 4.X below, Barton Creek watershed and Town Lake Park are consistently highlighted by the resolutions.

However, renovations to City museums appear to lose support early on in the Board's official communications. We were unable to identify the reason for this lapse.

EXHIBIT 4.X
Parks Board Recommendations to Council
1992 Bond Issue

TEXT OF RESOLUTION: BARTON CREEK/COLORADO RIVER BASIN				
\$11.5M Barton Crk Land Acq. & Sitework \$10.0M Town Lake Land Acq & Dev. \$5.0M Trees & Turf Restoration \$.5M Town Lake Equipment \$5.0M Site Work, Trails & Ped Accss \$2.0M Adaptive Accessibility \$1.0M Colo. River Park Development	Acquisition of land to protect the Barton Creek Swimming Pool	Barton Creek Land Acquisition/Barton Springs Protection Town Lake and Colorado River Park	"25M for land acquisition in the Barton Creek Watershed" "and 10.4M in infra- structure im- provements and land acquisition on Town Lake/ Zilker Park.	"the National Park Service Study,"
TEXT OF RESOLUTION: MUSEUMS				
\$3.5M Renovations of City Museums & Hist. Structures				

SOURCE: Audit analysis of Parks Board minutes FY 90-91 and FY 91-92

Annual report and workplan does not provide an adequate feedback loop for Council to review PARB effectiveness. One tool that may have been intended to improve communication between Council and the City's boards appears to have little real value. The Parks Board complies with the requirement to submit an annual report and workplan. However, the Council members do not have time to review the dozens of such reports they receive each year. As a result, they are unable to provide useful feedback to boards through this mechanism. Moreover, in the case of the Parks Board, the document does not appear to be used by Board members for monitoring the Board's performance.

Although Ordinance 89-1214-E (as revised) calls for a performance evaluation by Council of each board or commission "at least once every three years," Council Members state that compliance may be difficult. Many Council Members indicated in interviews that their busy schedules may limit their ability to review the more than 50 boards and commissions. The first three-year cycle will lapse in December 1992 and no boards have been evaluated to date.

Although the ordinance mentions Council's annual policy objectives as well as annual board workplans, there is no requirement for boards to tie their objectives to those of Council.

Moreover, the Parks Board can set any workplan it chooses, with little accountability for accomplishing it. For example, for at least three years now, the Board has set a goal of developing a Concession Policy. After a provisional draft of the Concession Policy was approved in September 1990, to be reviewed in "Spring of 91," the item has been consistently tabled. During FY 91-92, Concession Policy items have been tabled or postponed three times in Board meetings, with no progress through September 1992.

One reason the Board has not addressed many of its planned initiatives could be their excessive quantity. The Board is not well served by the large number of goals it sets for itself each year. Over the last three years the Board has doubled its number of proposed "initiatives," but its accomplishment of those initiatives has not caught up. (See Exhibit 4.X).

**EXHIBIT 4.X
PARB Goals and Actions**

	<u>FY 89-90</u>	<u>FY 90-91</u>	<u>FYTD*</u>
Total Initiatives Established in Workplan	13	18	27
Number of Initiatives With Final Actions** Taken	5	6	11
*As of July 28, 1992			
***Final Action" is defined as a vote during a Board meeting; whether approval, disapproval, resolution, or other action. This means that several "final action" votes may be taken toward accomplishment of a single initiative.			

SOURCE: Audit analysis of PARB minutes and annual workplans.

Many of these initiatives do not appear to be entirely within the Board's influence. For example, two which may not be achievable by the Board are:

"Create financial mechanism for receiving and managing private assets to benefit Austin Parks and Parks programming."

"Complete all facilities and land acquisitions projects approved by voters in the next bond election utilizing CDBG funds where appropriate."

The consequences of failing to address issues, or postponing and tabling items do not accrue to the Board alone. Citizens, staff, and ultimately Council must repeatedly spend their time attending meetings, researching for reports, or deliberating issues.

The Board's methods for obtaining citizen input may be skewing its perspective on public views. As previously mentioned, some Council Members expressed the view that the Board may be overly influenced by a vocal minority of pressure groups. This may be an inevitable result of the sole use of public hearings for obtaining citizen input. Since it is to be expected that only those with strongly held opinions will take the time and trouble to attend a public hearing, many of the Board's public hearings are dominated by outspoken opponents to specific issues. Citizens who are ambivalent or mildly in favor of a proposal may not be represented in the public hearing.

Alternatively, over the last three years, the City of Austin has begun to make extensive use of citizen and other customer surveys. Public opinions can be gathered using a variety of methods, some of which could be combined with existing Parks programs and functions. In addition, one Council Member suggested that Parks Board members should make themselves available to civic organizations to promote parks services. Such alternate venues would also provide opportunities to obtain citizen input without requiring citizens to attend a public hearing.

Staff may need a mechanism for ensuring top management review and approval of Board assignments. The Parks Board's enabling ordinance gives it a broad range of responsibility (see Exhibit 4.X). However, the Board is constituted as a "sovereign" board only in regard to specific navigation-related items. In all other respects, the Parks Board is "advisory" only. Nevertheless, different PARD directors have interpreted the Board's role differently, but may not have established formal guidelines on when Board "advice" must be implemented.

Specifically, staff have commented that under the previous director, the Parks Board was treated more as a governing board than an advisory board. This meant that Board instructions and requests were automatically implemented by staff and the majority of Board requests were complied with. As a result, a number of department employees expressed the opinion that they spent an excessive amount of time researching data for Board members and revising plans and other materials to implement Board suggestions.

In contrast to the previous director's approach to implementing Board advice, the department's new director has taken a different approach. He has stated that he recognizes the Board's role as "advisory only" where departmental operations are concerned. As a result, some of the Board's recommendations may not be taken. In these instances, PARD will send its recommendations to Council together with those from the Board.

However, because a number of staff work directly with individual Board members and subcommittees, it is not clear how or when the decision to accept or reject requests originating in these meetings will be made and communicated.

To its credit, the Board itself has recently begun to address some of the issues related to use of staff time. Staff concerns were focused particularly on effects of the Board's revisiting issues and revising or reversing its previous guidance. This situation was particularly onerous in the area of park development and other CIP plans developed by the department's Planning and CIP division staff. However, in September 1992, the Board adopted a Project Review Process proposed by a new Board member, who is also an architect, which in effect codifies the steps to be used in considering development concepts and plans. If the Board adheres to these procedures, some of the occurrences of rework may reduce.

RECOMMENDATIONS

- REC 29: City Council should re-evaluate and update the Parks and Recreation Board's enabling ordinance to more clearly state the Board's role and range of responsibilities in advising Council and the City Manager.
- REC 30: The Parks and Recreation Board Chairperson should work with staff to develop a method for ensuring that the Board's advice to Council is consistent on a single issue, or that explanations are provided when recommendations are inconsistent.

BOARD RESPONSE:

- REC 31: City Council should revise Ordinance 89-1214 E to provide a mechanism for ensuring that the required performance review of City boards and commissions is carried out. Specifically, responsibility for conducting the reviews should be assigned to an appropriate entity.
- REC 32: City Council should revise Ordinance 89-1214 E to require that the format for annual reporting by boards and commissions include reconciliation of board actions to their established initiatives for the same year. This would assist Council in monitoring the effectiveness of boards and commissions at accomplishing their tasks.
- REC 33: The Parks and Recreation Board Chairperson should institute routine use of the Board's annual workplan throughout the year to ensure that initiatives are either accomplished or revised.

BOARD RESPONSE:

- REC 34: To provide a more achievable number of initiatives, Parks and Recreation Board Chairperson should direct the Board to limit the

number of initiatives which they will be held accountable for accomplishing in any given year.

BOARD RESPONSE:

REC 35: To ensure that staff understand the department's current approach towards board and commission requests, the Parks and Recreation Department Director should provide guidelines for staff who routinely deal directly with board members on how to handle such things as informational requests, plan or design changes, and other routine occurrences.

MANAGEMENT RESPONSE:

Some Board functions which evolved historically are incongruent with the concept of recreation and leisure.

Since 1978, the Board has held responsibility for reviewing and approving permit applications for navigation-related items, such as fill and dredging requests, boat dock construction, and other shoreline development activities. These requests are routinely reviewed both by PARD staff and the Department of Planning and Development prior to submission to the Parks Board. In addition, the Environmental Board reviews shoreline development permit applications during the plan review process.

This duplication has not been addressed, despite specific guidance to do so in Ordinance 89-1214-E. The ordinance instructs boards to identify any duplications with other City boards or departments in its annual report and workplan submitted to Council.

The specific responsibilities which appear to be duplicated are:

- Review and comment on applications for development permits involving Lake Austin, Town Lake, or Lake Long shoreline modification or dredging.
- Review and approve or disapprove permits for fills in Lake Austin, Town Lake, and Decker Lake
- Grant variances for piers, wharves, or similar structures to be erected nearer than 10 feet to any side property line, or to be a width greater than 20% of the shoreline width of the lot.
- Approve boat dock site plans which allow for clustering of docks on one or more lots in a subdivision.

The ability to approve, disapprove, or grant variances to City Code is the source of PARB's rank as a "sovereign" board. (In contrast to advisory boards, sovereign boards are those which exercise some legal authority.) However, under current procedures, the activities listed above are also performed by the Planning and Public Works departments during the City's standard plan review process.

EXHIBIT 4.X
Parks and Recreation Board Responsibilities

PARKS AND RECREATION RELATED RESPONSIBILITIES

- Serve as advisors to the City Council and the City Manager on acquisition, development, improvement, equipment, and maintenance of all parks and public playgrounds.
- Advise Council and City Manager on future development of public parks and public playgrounds.
- Study and recommend the purchase of additional land and sites.
- Advise Council concerning improvements in the maintenance, operation, general welfare, and use of public parks.
- Outline the general plan of development, including landscaping, roads, trails, buildings, and equipment of new parks and playgrounds, and submit to Council for approval; It shall be unlawful for any employee or department to deviate from such plans without resubmission to the board and Council.
- Seek to promote close cooperation between the City and all private citizens, institutions, and agencies interested in recreation.

NAVIGATION RESPONSIBILITIES

- Serve as advisors to the City Council on technical questions involving navigation.
- Serve as advisors to the City Council on technical questions involving such other activities involving Lake Austin, Town Lake, and Decker Lake, or other navigable bodies of water.
- Such other duties as the City Council may from time to time by ordinance or by resolution request of such board.
- Review and comment on applications for development permits involving Lake Austin, Town Lake, or Lake Long shoreline modification or dredging.
- Develop specific criteria for determining the navigational safety of proposed development as well as its impact on recreational and natural character of the lakes.
- Review and approve or disapprove permits for fills in Lake Austin, Town Lake, and Decker Lake
- Grant variances for piers, wharves, or similar structures to be erected nearer than 10 feet to any side property line, or to be a width greater than 20% of the shoreline width of the lot.
- Approve boat dock site plans which allow for clustering of docks on one or more lots in a subdivision.

SOURCE: Office of the City Auditor analysis of City ordinances.

Although the shoreline development tasks may be incongruent with "parks and recreation" responsibilities, navigation items do not appear to slow the functioning of the scheduled PARB meetings. Over the last three years, the Board has heard over 65 navigation-related requests, and has taken final

action the same day on 62 (93%) of these. This efficiency, however, may be attributable in large part to the efforts of the staff and Navigation Subcommittee, who respectively review the application and deliberate prior to presentation to the full Board.

RECOMMENDATION

REC 36: During its review and update of the Parks and Recreation Board's enabling ordinance, Council should instruct the City Manager to propose revisions which eliminate unnecessary duplications that exist between Parks Board duties and those of other City boards and departments.

BOARD RESPONSE:

PARB compliance with the Council Resolutions to reduce use of staff time and with the Open Meetings Act may need strengthening.

The Board has not addressed a Council request to develop a plan for reducing staff time. In addition, audit analysis of PARB agendas and minutes revealed some instances of non-compliance with the Open Meetings Act provisions. These are detailed below.

The Board has not complied with the request in a 1990 Council Resolution to reduce use of staff time. The Board initially tabled consideration of the Resolution's request to provide a plan for reducing use of staff time, and did not re-visit the subject. Although not an ordinance, the resolution was a request to City boards and commissions to reduce their requirements for staff support. Further, the resolution requested each board and commission to "include in the annual report a summary of the actions that the Commission has taken to reduce the cost of City staff support during the previous year." The Parks Board has not addressed either of these requests.

One contributing factor may be the Parks Department's consistent underreporting of its PARB staff time. Board members may be unaware of the actual cost of support, because staff time costs are inaccurately reported in the Board's annual report. The department is responsible for tracking this figure for inclusion in the annual report to Council. We estimate that the actual costs of staff support to PARB could run as much as \$28,000 annually. This is significantly higher than the costs reported by the Board and the department in the annual report to Council:

Annual PARB Staff Costs Reported to Council

REPORT YEAR	STAFF COSTS REPORTED
------------------------	---------------------------------

FY 88-89	\$6,907.95
FY 89-90	5,345.19
FY 90-91	5,345.19

In fact, these low figures are not even reflective of the department's own estimates of its PARB staff time. A departmental estimate of \$19,675 was prepared in July 1990 in response to a Council request. The staff member who prepares the annual report for the Board explained that she had been instructed to use only her own overtime costs for attendance at night meetings to place in this category.

The audit estimate arises from costing one month of time sheets filled out by all department staff who routinely serve the Board. The total staff time for the test month (July 20-August 23) was \$2,358.00 (not including benefits). This compares to \$1,281.00 for the Arts Commission staff time during the same period.

Reducing staff time costs will require evaluation of a variety of duties. Although reducing attendance at Board meetings would only partially affect staff time, some opportunities do exist in this category. Specifically, meeting attendance apparently constitutes less than 25 percent of the total time spent on Parks Board items. (See Exhibit 4.X) However, one Board member observed that staff frequently remain in a meeting after items related to their specific attendance have been completed. In addition to the director, who is an ex-officio member, other regulars at the meeting are the departmental employee who serves as the Board's secretary and the department's official liaison with the Board. In addition, staff making presentations on agenda items generally constitute another two or more present.

EXHIBIT 4.X
Breakdown of Staff Time for Parks Board
July 20-August 23, 1992

TOTAL ACTIVITY TYPE	HRS	% OF TOTAL	STAFF COST	% OF TOTAL
Meeting Preparation	60.32	47%	\$ 1,060	45%
Meeting Attendance	27.65	21%	556	24%
Meeting Follow-up	20.09	15%	330	14%
Special Assignment	21.64	17%	410	17%
TOTAL	129.70	100%	\$ 2,356	100%

SOURCE: Office of City Auditor Data Collection and Analysis

The largest of these categories, "Meeting Preparation" time would need to be further broken down in order to identify opportunities for reduction. Meeting preparation contains a potential area for significant improvement--the re-work involved in implementing the Board's last-minute suggestions and reversals.

However, these activities are mixed with more straightforward meeting preparation activities, such as agenda preparation and agenda packet compilation. The re-work activities such as time spent incorporating changes into presentation materials and budget estimates were included in meeting preparation category because staff was preparing the materials to present at the next Board meeting. This was most common with Planning and CIP staff time sheets. Hopefully, any excess time created by Board revisions and reversals will be reduced as the new Project Review Process is followed.

Non-compliance with the Texas Open Meetings Act in effect nullifies actions taken by the Board. Reconciliation of 34 months of meeting agendas to minutes revealed five instances of Board actions taken on items which were not posted for action. In addition, we also identified several occasions in which the Board's actions were not congruent with the agenda item description. The legal consequence of this type non-compliance is to in essence nullify the action taken. But more importantly, actions taken which have not been posted can give the appearance of bad faith with the City of Austin's tradition of public comment.

RECOMMENDATIONS

REC 37: To obtain reliable data for identifying board and commission costs, the Parks and Recreation Department director should implement an accurate and reliable time tracking system for routinely identifying staff time devoted to boards and commissions. To assist boards and commissions in developing plans to reduce staff time, this system should be used not only to capture staff time costs, but categories of time spent.

MANAGEMENT RESPONSE:

REC 38: To properly comply with Ordinance 89-1214 E, the Parks and Recreation Department director should direct that all costs of staff time devoted to boards and commissions should be accurately reported in the boards' annual reports.

MANAGEMENT RESPONSE:

REC 39: To ensure compliance and uphold the public trust, the Parks and Recreation Board Chairperson should carefully monitor actions during board meetings and restrict members from proposing motions which are not posted on the agenda. In addition, members placing items on the agenda for a meeting should take care to word the agenda language to reflect their intended action.

BOARD RESPONSE:

The Board and department may be struggling with citizen controversy because of failure to re-evaluate existing policy guidance.

Questions concerning the Town Lake Comprehensive Plan have arisen during several Parks Board deliberations on potential new concessions, as well as the issue of trail lighting in Town Lake Park. During these deliberations, citizens have expressed concern that the Plan calls for too much "commercialization" of the Town Lake Park area. However, the plan has not been resurfaced for review, despite repeated demonstrations of public opposition.

The Town Lake Comprehensive Plan was developed during 1986 and 1987, to develop a "long range comprehensive plan for the [Town Lake] Corridor..." Its development included an intensive community participation process, involving over 100 neighborhood meetings, and other group discussions. In addition, four public hearings were conducted to receive citizen comments. The Plan was subsequently approved by Council ordinance in 1989.

However, the Plan's concepts may be losing this public support, as evidenced by the controversy which has accompanied many recent Board decisions on Town Lake park development. Rather than struggle with citizen opposition in a piecemeal fashion each time it faces a decision for a new or renewed concession or other park development, the Board should consider resurfacing the plan to be updated. The citizen input process required for such plans would provide ample opportunity to review the issues and bring plans into currency with citizen desires and other factors which may have changed.

One example of this piecemeal opposition relates to a recent proposal to construct a carousel in Zilker Park. In July 1991, the Board voted to proceed with a Request for Proposal to contract for a carousel concession near the Zilker Playscape. This proposal received repeated opposition from certain citizens opposed to its placement in Zilker. Although the Board ultimately voted to delay action on the Carousel, this second vote occurred eight months after its initial approval, following investment of considerable staff time.

An additional disagreement exists over the legal status of the plan itself. The existing Town Lake Comprehensive plan (approved by Council in 1989) contains no mention of a carousel. This is cited by citizens as an instance of non-compliance by City staff with the plan.

Although the Parks Board's enabling ordinance requires adherence to approved park development plans, the definition of "plan" is not established. As a result, departmental staff do not feel required to adhere to the details of the Comprehensive Plan, except in concept.

The City code states:

Upon the completion of any such plans or programs for any parks or recreational facilities...it shall not be lawful for any employee or

department of the city to deviate from such plans or programs...(Code 1954 ss 22.4)

In the parlance of architects and engineers, the Town Lake Comprehensive Plan could be considered to be a "schematic design" rather than a detailed "construction plan." This distinction is critical. A schematic design provides rough-draft ideas and shapes the development of plans, but specific elements of final plans are not tied to the suggestions of the schematic design.

RECOMMENDATIONS

REC 40: To ensure that City staff comply with ordinance requirements without unduly restricting the park development and design process, in its revision of the Parks Board enabling ordinance, Council should re-state the ordinance language to define "plan."

No formal agreement exists to govern PARD's relationship with non-Council-appointed support organizations

Although PARD provides staff support to 33 non-profit support organizations in addition to the nine appointed by Council, it has not implemented formal policies or guidance to govern this relationship. As a result, while many of the non-profit boards which provide fundraising and advisory assistance are subject to state laws, as well as federal tax law, they are not formally accountable to the City. This has resulted in some occasional friction, most recently with the Old Bakery and Emporium Advisory Board and the Elizabet Ney Museum Association. These advisory groups provide considerable benefits to the Parks Department. For example, each recreation center and senior center has a non-profit, self-perpetuating advisory board which raises funds and provides programmatic input to the recreation centers. Among the concerns that has been raised is the boards' accountability to the City for donated funds held in trust by the boards.

Although we identified the existence of a policy, it is not clear how a board's non-compliance would be sanctioned. PARD has a "policy for advisory boards," but it may not be binding on a self-perpetuating board. Copies of the policy can be found in the operations manuals of some (but not all) activity centers. However, the policy is not signed or dated, and may not have been disseminated to all relevant operations.

In FY 88-89, the Parks and Recreation Board set a goal to develop a policy for advisory boards, but no progress was made. PARD staff explained that this issue was dropped when the key Board member left the board. In addition, in 1990, staff attempted to develop a pilot agreement with one advisory board. According to staff, this effort was preempted by other priorities.

RECOMMENDATIONS

REC 41: The Parks and Recreation Department director should collaborate with representatives of the advisory boards to formalize a policy and model agreement which establishes the formal communication lines, roles and responsibilities, and accountability for funds collected by advisory boards.

MANAGEMENT RESPONSE:



MEMORANDUM

TO: Parks and Recreation Board

FROM: Michael J. Heitz, AIA, Director
Parks and Recreation Department

DATE: December 1, 1992

SUBJECT: Walsh Boat Landing, repairs and additions.

The biennial lowering of Lake Austin will occur between January 18, 1993 and March 1, 1993 during which time the lake will be 12' below its normal pool level.

During the time that the lake is lowered the Operations Division of the Parks and Recreation Department is proposing to carry out much needed repairs to the bulkhead and boardwalk at Walsh Boat Landing. The existing bulkhead, constructed of wooden piling and masonry rip-rap, is failing and causing erosion and subsidence problems behind the boardwalk. It is proposed to replace this with new concrete bulkhead.

During the last few years there has been a substantial increase in the use of "Jet skis" and other personal watercraft at Walsh Boat Landing. The numbers of these personal watercraft and the way that they are operated have caused congestion at the boat ramps and conflicts with boat users.

The Park Police Lake Patrol is concerned that this congestion and conflict may result in injuries occurring during the next season. A proposal has been made to provide an exclusive launch and parking area for these personal watercraft. A small lagoon between the two boat launch ramps is too shallow for access by boats and is presently unused. This area would be covered with wood decking and would include a inclined ramp for launching the personal watercraft.

Please let me know if you need additional information.

James M. Oliver, for

Michael J. Heitz, AIA, Director
Parks and Recreation Department